

PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
January 28th, 2014
Hampton Inn Woodbridge, NJ at 10:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:16 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

▪ **SWEARING IN OF NEW FUND COMMISSIONERS**

- City of Passaic – Ricardo Fernandez
- City of Perth Amboy – Jillian Barrick
- City of Plainfield – Karen Dabney
- Town of West New York – Joseph DeMarco

▪ **ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York
East Orange – Absent

▪ **ELECTION OF CHAIRPERSON AND SECRETARY**

Executive Director Earl Miller advised that Commissioner Fernandez had agreed to serve in the position of Fund Chairman and Commissioner Barrick had agreed to serve in the position of Fund Secretary. There being no other nominations, nominations for the positions of Chairperson and Secretary were closed.

Commr. Fernandez accepted nomination for position of Fund Chairperson
Commr. Barrick accepted nomination as Fund Secretary

VOTE: Commr. Barrick - Yes
 Commr. Dabney - Yes
 Commr. DeMarco – Yes
 Commr. Fernandez - Yes

- Swearing in of Chairperson and Secretary by Fund Attorney

Executive Director asked Chairman Fernandez to chair meeting. Chairman Fernandez suggested all attendees introduce themselves.

▪ **MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- Resolution 1-14 – Election of Chairman and Secretary
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

- Resolution 2-14 – Establishing Meeting Procedure
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

- Resolution 3-14 – Establishing Fiscal Management Plan
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

- Resolution 4-14 – Establishing Fund Records Program
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

- Resolution 5-14 – Establishing 2014 Plan of Risk Management
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

- Resolution 6-14 – Approving Fund Service Providers
MOTION: Commr.
SECOND: Commr.
VOTE: Unanimously approved.

VOTE ON RESOLUTIONS 1-14 THROUGH 6-14:

ROLL CALL:

Chairman Fernandez – Yes
Commr. Barrick – Yes
Commr. Dabney – Yes
Commr. DeMarco – Yes

- Resolution 7-14 – Approving Certain Disbursements

MOTION: Commr.

SECOND: Commr.

VOTE: Chairman Fernandez – Yes

Commr. Barrick – Yes

Commr. Dabney – Yes

Commr.DeMarco – Yes

The Bylaws of the GSMJIF require that the Fund Commissioners approve all disbursements by a majority vote. The attached bill of items totaled **\$688,120.41**

MOTION: Commr.

SECOND: Commr.

VOTE: Chairman Fernandez – Yes

Commr. Barrick – Yes

Commr. Dabney – Yes

Commr.DeMarco – Yes

- Resolution 8-14 – Approving New Members

MOTION: Commr.

SECOND: Commr.

VOTE: Chairman Fernandez – Yes

Commr. Barrick – Yes

Commr. Dabney – Yes

Commr.DeMarco – Yes

- Resolution 9-14 – Approving Final 2014 Budget

MOTION: Commr.

SECOND: Commr.

VOTE: Chairman Fernandez – Yes

Commr. Barrick – Yes

Commr. Dabney – Yes

Commr.DeMarco – Yes

- Resolution 10-14 – Appointing New Agent for Service Process

MOTION: Commr.

SECOND: Commr.

VOTE: Unanimously approved.

○ **EXECUTIVE DIRECTOR REPORT– (Earl Miller)**

- Mr. Miller welcomed all attendees and congratulated the founding members of the PEJIF, pointing out that this is the first municipal JIF to be formed in New Jersey since the Garden State Municipal JIF was launched by NIP in 2002.
- Financial Fast Track Report – Mr. Miller advised that the Administrator’s office would provide a Financial Fast Track report outlining the Fund’s financial position on a monthly and year-to-date basis beginning with a first quarter 2014 report and monthly thereafter.
- Financial Disclosure Statements – The Fund needs copies of each Commissioner’s Financial Disclosure Statement for its files.

SAFETY DIRECTOR (Anthony Ven Graitis, Vice President Risk Control)

- Introduction to Risk Control Team/Philosophy - Anthony advised that the PEJIF Risk Control philosophy is that every incident is preventable and everyone’s goal will be a zero incident rate. Management should have no tolerance for unsafe behavior, accidents or injuries. A strong safety culture will be developed at every member location.
- Risk Control Survey- All members will have a comprehensive risk control survey performed to assess each member’s current risk management program and to determine areas that need risk control assistance, so risk control assets and resources can be allocated accordingly.
- Management Responsibilities - All management must be responsible for the safety of all direct reports. Managers should be fully aware of every injury or incident involving their employees, being able to explain what happened, how it can be prevented, and explaining corrective actions to address the risk. This will create a “Safety Culture” where employees continue to focus on safety.
- Training - All training needs will be addressed by risk control staff. Training can be scheduled at any time and training needs will be discussed at regularly held safety committee meetings.

CLAIMS REPORT (Robert Persico, Vice President Claims)

- Bob discussed working in a collaborative fashion with the members’ TPA’s. NIP Claims Management Services will be support on severe and complex claims. NIP will review all coverage issues and communicate with the excess carrier, established TPA reporting thresholds and will conduct random claim reviews taken from claims noted on the monthly loss runs.

TREASURER’S REPORT

- Bank Accounts have been opened and funded

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:12am and Commissioner Dabney seconded the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – NIP
Madeline Delgado – NIP
David Springer – NIP Group
Robert Persico – NIP
James Renner – NIP
Jonathan Hall – NIP
Anthony Ven Graitis – NIP
Wendy Wiebalk – NIP
Mary Foulks – NIP
Lawrence Dunn – NIP
Brian Erlandsen – BGIA
Mike O’Connell- Pringle, Quinn, Anzano
Patrick DeBlasio – Treasurer
Patti Fahy – Reliance Insurance
Debbie Perillo – NIP
Zach Edelman – Fairview Insurance
Larry Graham – Fairview Insurance
Steven Weiner – Reliance Insurance Group
Francis O’Kelly – BGIA
David Springer – NIP
Peter Soriero – West New York
Rob Smith – NIP
Gail White – Scirocco Group
Damarys Gonzalez – West New York
Kathy Martin – City of Passaic
Susan Hammer – D & H Alternative Risk Inc.
Wayne F. Dietz – D & H Alternative Risk Inc.
Kathleen Guze - D & H Alternative Risk Inc.
John T. Carrasco - D & H Alternative Risk Inc.
Paul Messerschmidt - D & H Alternative Risk Inc.
Pamela Reed-Gibson – InServco Insurance
Nancy Fowlkes – InServco Insurance
Matthew Baran – InServco Insurance
Kimberly Schweikert – InServco Insurance

RESOLUTION NO. 12-14

PUBLIC ENTITY JOINT INSURANCE FUND
(Hereinafter the “FUND”)

APPROVING CERTAIN DISBURSEMENTS

WHEREAS, the Bylaws of the PEJIF require that the Fund Commissioners approve all disbursements by a majority vote, and

WHEREAS, the attached bill of items sets forth certain bills or demands for monies;

NOW, THEREFORE BE IT RESOLVED, by the FUND’s Board of Fund Commissioners that the attached bill of items totaling **\$507,109.42** payment.

Adopted: *this day by the Board of Fund Commissioners*

Chairman

February 18, 2014

Date

Secretary

February 18, 2014

Date