

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
February 18th, 2014
Hampton Inn Woodbridge, NJ at 11:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 11:20 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

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

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

APPROVAL OF MINUTES

MOTION TO APPROVE MINUTES OF 1/28/14 MEETING

MOTION: Commr. Barrick
SECOND: Commr. DeMarco

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- **Resolution 12-14** – Approving Disbursements totaling \$507,109.42
MOTION: Commr. Barrick
SECOND: Commr. DeMarco

VOTE: ROLL CALL

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

- **Resolution 13-14** – Approving Claims Payments totaling \$2,544
MOTION: Commr. Barrick
SECOND: Commr. DeMarco

VOTE: ROLL CALL

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

- **Resolution 14-14** Approving Fund Counsel
Commr. Fernandez asked to amend **Resolution 14-14** at meeting to include law firm Jasinski, P.C. – Attorney Peter Perla, Esq. 60 Park place 8th floor Newark NJ 07102 Tel. 973-824-9700 from original submitted listing from City of Passaic.

MOTION: Commr. Fernandez

SECOND: Commr. Barrick

- Earl Miller indicated that Kathy Martin of City of Passaic has been named Safety Coordinator.

Executive Director – NIP Group E. Miller

- **East Orange** - Mr. Miller advised that East Orange has not yet made a decision to join the PEJIF and that NIP and the broker are in discussions with City management on an entry date.
- **Fast Track Report** – Mr. Miller advised that a first quarter 2014 Fast Track report would be produced since there has not been any meaningful claims activity to date.
- **Open Subjectivities** – Mr. Miller asked that members work with their Risk Managers to complete any open underwriting subjectivities for the excess insurance program.

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

- **Risk Control Survey-** Anthony disused how every member should now have had a risk control survey performed, have one scheduled, or have follow up meetings scheduled to go over remaining department programs. Since these surveys will assist Risk Control in determining where to allocate resources to address identified hazards. Please contact either Anthony or Debbie if you have any questions or concerns.
- **Training** - Training is now being provided at sites. Training needs should be discussed with all department heads and at safety committee meetings. Risk Control staff are available to discuss and schedule as needed. DVD's on various safety topics are also available for free rental.
- **Safety Committee Meetings** - The most critical part of our members' risk control programs is holding regular, informative and focused safety committee meetings where every major department is represented (especially Public Works, Fire and Police) by an informed, decision maker within that department. Each representative must be ready to discuss claims that occurred within his/her department since last meeting, with completed incident investigation forms distributed to committee members. Managers and employees alike will be held accountable for safety, helping to create a safety culture. All safety matters should be discussed at these meetings including recent incidents, inspections, training, etc.

CLAIMS REPORT (Robert Persico, Vice President Claims)

- The members were advised of the few claims reported and paid during January 2014. System access was secured for each TPA and loss runs received. We are developing a claims manual to distribute to all the TPA's.

Treasurer's Report – Patrick DeBlasio

Mr. DeBlasio indicated Bank Account opening balance was zero. Closing balance for month of January is \$1,052,623.50. Mr. DeBlasio reviewed the monthly treasurer's report and cash management account and advised that the Fund has met all outstanding obligations and its financial position is secure.

MOTION TO ADJOURN TO EXECUTIVE SESSION, NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12(B), TO DISCUSS PENDING OR ANTICIPATED LITIGATION (CLAIMS)

Claims: NONE

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:34am and Commissioner Barrick second the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – NIP
Madeline Delgado – NIP
Robert Persico – NIP
James Renner – NIP
Jonathan Hall – NIP
Anthony Ven Graitis – NIP
Wendy Wiebalk – NIP
Brian Erlandsen – BGIA
Mike O'Connell- Pringle, Quinn, Anzano
Patrick DeBlasio – Treasurer
Debbie Perillo – NIP
Francis O'Kelly – BGIA
Rob Smith – NIP
Gail White – Scirocco Financial Group
Damarys Gonzalez – West New York
Patti Fahy – Reliance Insurance Group
Lindsey Klein – Reliance Insurance Group

Paul Messerschmidt – D & H Alternative
Larry Graham – Fairview Insurance
Kathy Martin – City of Passaic
Debbie Stout - InServco Insurance
Kimberly Schweikert – InServco Insurance
Nancy Fowlkes – InServco Insurance