

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
April 29<sup>th</sup>, 2014  
Hampton Inn Woodbridge, NJ at 11:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:00 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  
Joseph DeMarco – Town of West New York

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

▪ **APPROVAL OF MINUTES March 19<sup>th</sup>, 2014**

**MOTION:** Commr. Dabney  
**SECOND:** Commr. Barrick

▪ **ADOPTION OF RESOLUTIONS**

**MOTION TO ADOPT RESOLUTIONS**

- **Resolution 15-14** – Approving Disbursements totaling \$ \$205,041  
**MOTION:** Commr. Dabney  
**SECOND:** Commr. Barrick

**VOTE: ROLL CALL**

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

- **Resolution 16-14** – Approving Claims Payments totaling \$34,781  
**MOTION:** Commr. Dabney  
**SECOND:** Commr. Barrick

**VOTE: ROLL CALL**

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

**Executive Director – NIP Group E. Miller**

- **Financial Fast Track** – Mr. Miller advised that there were 176 claims in a 3 month period. The Fast Track continues to show a modest surplus. As the PEJIF grows so will the Fast Track report's utility as a snapshot of the Fund's financial position.
- **Committee Formation** - Since the PEJIF is has only four members, it is advisable to forego formation of the working committees at this time. With additional members, we can start forming the Fire Fighters and Police Safety Committees and DPW Roundtable.
- **East Orange and Roselle Status** – Roselle is still scheduled to join the PEJIF on 7/1/14. East Orange has not made a final decision but also looks like they might be onboard on 7/1/14.

**SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Wendy Wiebalk, Litigation Manager)**

- **In2vate Initiate Training update – A. Ven Graitis** - In2vate training is now available to at least one administrator at each municipality. To make it even easier to schedule training, Debbie or Anthony can create classes/register students to eliminate any issues with using the system. The goal is to provide at least 25% of all training via on-line classes. The system allows training to be tracked, progress of individual classes to be reviewed, and reports to be generated for employees or groups.
- **SERVE Training update - A. Ven Graitis** – SERVE training is currently being reviewed by Passaic and Perth Amboy. The on-line training is available for emergency responders and specific modules are available for Police, Fire and EMS.
- **Loss Trending – A. Ven Graitis** – NIP is now reviewing and evaluating loss data per municipality, normalizing the data to the exposure to better identify areas that require specific loss control efforts. Risk Control personnel may initiate loss control initiatives for individual members based on findings. Loss information will also be prepared and reviewed at SCM's to ensure proper loss control responses to mitigate or eliminate hazards.
- **New Jersey Pregnant Worker's Fairness Act – W. Wiebalk** - Wendy spoke about the NJPWFA, the amendment to NJLAD to include same, and the potential ramifications for employers

**CLAIMS REPORT - Robert Persico, Vice President Claims**

**Claims Manual Highlights - Robert Persico** - Bob advised the PEJIF Claims Manual was distributed to the TPA's on April 9, 2014. The manual provides the TPA's with coverage information, reporting requirements, case management expectations, financial management, case law and exhibits.

- **Treasurer's Report – Patrick DeBlasio** - 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 11:17am and Commissioner Barrick second the motion. Motion carried unanimously.

Prepared by E. Miller.

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Earl Miller

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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  
Debbie Perillo – NIP  
Francis O'Kelly – BGIA  
Rob Smith – NIP  
Tom Fragoso – Sirocco  
Paul Messerschmidt – D & H Alternative  
Lindsey Klein – Reliance Insurance Group  
Patti Fahy – Reliance Insurance Group

Damaris Gonzalez – West New York  
Maria Rivera – City of Perth Amboy  
Patrick DeBlasio – Treasurer  
Kathy Martin – City of Passaic  
Kathleen Guze – D & H Alternative  
Larry Graham – Fairview Insurance