



PUBLIC ENTITY JOINT INSURANCE FUND MEETING AGENDA
April 29th, 2014
Hampton Inn, Woodbridge, NJ – at 11:00am – Please see board in Lobby

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

▪ **OPEN PUBLIC MEETING ACT STATEMENT**

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

1. Sending sufficient notice to the Fund's designated newspapers, the Newark Star Ledger and The Times of Trenton
2. Filing advanced written notice of this meeting with each member municipality; and
3. Posting notice of this meeting on the Public Bulletin Board of all member municipalities.

▪ **PLEDGE OF ALLEGIANCE**

▪ **ROLL CALL OF FUND COMMISSIONERS**

▪ **APPROVAL OF MINUTES 3/18/14 MEETING**

▪ **ADOPTION OF RESOLUTIONS**

- Resolution 17-14 – Approving Certain Disbursements
- Resolution 18-14 – Approving Claims Payments

REPORTS

• **EXECUTIVE DIRECTOR – NIP GROUP (Earl Miller)**

- Financial Fast Track – 1st Q 2014
- Committee formation
- East Orange and Roselle status

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

- In2vate Initiative Training Update – A. Ven Graitis
- SERVE Training Update – A. Ven Graitis
- Member Services Update – D. Perillo
- Loss Trending – A. Ven Graitis
- New Jersey Pregnant Worker's Fairness Act – W. Wiebalk

▪ **CLAIMS REPORT (Robert Persico, Vice President Claims)**

- Claims Manual Highlights - R. Persico

▪ **TREASURER'S REPORT (Patrick DeBlasio)**

▪ **NEW BUSINESS**

▪ **ADJOURNMENT**

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 11:10 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 February 18th, 2014**

MOTION: Commr. Fernandez
SECOND: Commr. Barrick

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

○ **Resolution 15-14** – Approving Disbursements totaling \$ \$110,730.22

MOTION: Commr. Barrick
SECOND: Commr. Fernandez

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 \$24,099.39

MOTION: Commr. Fernandez
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

- **East Orange** – Mr. Miller advised that East Orange has not made a final decision on PEJIF membership. The City Administration is still conducting its due diligence. The City's current insurance program renews on 7/1/14.
- **Committee Formation** – Plans are underway to form a Police Safety Committee, Firefighters Roundtable and DPW Roundtable.

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

- **Training/Video Rental update – A. Ven Graitis** Member training is currently available and is being scheduled. A list of training courses and rental videos has been made available. SERVE training- online driver training for emergency responders- will be rolled out in the next week.
- **In2vate Initiative – A. Ven Graitis** - Member administrators now have access to In2vate's on-line training system. Courses can be assigned to any employee with internet access and a computer. A list of available courses has been distributed including Police and Fire/EMS professional courses, PEOSH required training, driver training, and anti-harassment/discrimination training. NIP can also assign courses upon request.
- **Safety Committee Meetings – A. Ven Graitis** - Member safety committee meetings are ongoing and scheduled. An informed department representative should review accident investigation forms and be able to discuss preventative actions taken for each incident
- **Interpersonal Relationships in the Workplace – W. Wiebalk** - Wendy addressed the difference between lateral and hierarchical dating relationships and their legal ramifications and considerations of fraternization policies.

CLAIMS REPORT - Robert Persico, Vice President Claims

- **Litigation Management** - Bob discussed the important items when reporting claims for the multiple lines of business. Capturing a thorough description of the event is always at the heart of reporting. Also updated the attendees on recommended litigation management fees and that NIP will directly manage professional lines claims.

Treasurer's Report – Patrick DeBlasio

Earl Miller spoke on behalf of Patrick DeBlasio since Mr. DeBlasio had to leave early.

Mr. Miller 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 11:23am 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
Steve Edwards - 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
Patti Fahy – Reliance Insurance Group
Lindsey Klein – Reliance Insurance Group
Paul Messerschmidt – D & H Alternative
Kathleen Guze – D & H Alternative
George Crosby – NIP
Damaris Gonzalez – West New York
Kathy Martin – City of Passaic
Steve Daveggia – InServco
Scott Readlinger – HUB International

Larry Graham – Fairview Insurance

**Public Entity Joint Insurance Fund
Statement of Operations By Fund Year
As of March 31, 2014**

	<u>YTD 2014</u>
Underwriting Income	851,258
Claim Expenses	
Losses	134,176
Loss Adjustment Expenses	9,772
IBNR	119,653
EPL Deductible & Co-Insurance	(8,500)
Excess Recoveries	-
WC	-
GL	-
AL	-
Property	-
EPL/POL	-
Corridor Retention Endorsement	-
All Lines Aggregate Stop	-
Total Claim Expense	<u>255,101</u>
Expenses	
Excess Premiums	350,151
General Administrative Expenses	<u>209,316</u>
Total Expenses	<u>559,467</u>
Underwriting Profit/(Loss)	36,690
Net Realized/Unrealized Gains/(Losses)	-
Interest Income	<u>-</u>
Net Investment Income	<u>-</u>
Statutory Surplus (Deficit)	<u>36,690</u>
at Previous Month	24,460
Variance	12,230

Note 1 : Ultimate losses based upon the 92% Loss Ratio.

Note 2: Fund year 2014 includes a aggregate stop loss prote

Overall Statistics

Total Members	4
Total Claims	176
Total Open Claims	93
Total Case Reserve Per Claim	1,295
Net Loss Ratio**	32.0%

* 2014 year data is annualized based on current trends

** Net loss ratios exclusive of IBNR.

RESOLUTION NO. 17-14

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 \$205,041 payment.

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

Chairman

Date April 29th, 2014

Secretary

Date April 29th, 2014

RESOLUTION NO. 18-14

PUBLIC ENTITY JOINT INSURANCE FUND
(Hereinafter referred to as the “FUND”)

APPROVING CLAIMS PAYMENTS

BE IT RESOLVED by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund, that confirmation and authorization approval is made in issuance of the attached claims payments totaling \$34,781 against the fund.

ADOPTED: *this day before the Board of Fund Commissioners:*

Chairman

April 29th, 2014
Date

Secretary

April 29th, 2014
Date

Public Entity Joint Insurance Fund Monthly Status Report

April 29, 2014

MEMO TO: INSURANCE FUND CHAIRMAN FERNANDEZ

FROM: PATRICK J. DEBLASIO, CPA, CMFO, CGFM, -FUND TREASURER

Please be advised that the following is an update of the status of the Public Entity Joint Insurance Fund:

		<u>February</u> <u>2014</u>		<u>March</u> <u>2014</u>	
Beginning Cash Balance	Operating Acc-Bank of America Claims Account-Bank of America	1,052,623.50		438,896.02	
		-		-	
		-		-	
	Total Balance	\$ 1,052,623.50		\$ 438,896.02	
 Receipts:					
	Interest Income	\$ -		\$ -	Totals YTD \$ -
	Operating Account-Bank of America	\$ 7,682.44		\$ 104,817.22	
	Claims Account-Bank of America	\$ 589,229.60		\$ 179,317.00	
	Total Receipts	\$ 596,912.04		\$ 284,134.22	
 Disbursements:					
	Operating Account-Bank of America	\$ 7,682.44		\$ 104,817.22	
	Claims Account-Bank of America	\$ 1,202,957.08		\$ 108,195.12	
	Total Disbursements	\$ 1,210,639.52		\$ 213,012.34	
	Ending Cash Balance	\$ 438,896.02		\$ 510,017.90	

BANK RECONCILIATION

	ACCT.NAME	Bank of America	
	BANK/ACCT#	Claims Account -3810-3273-1969	
		From	To
	DATE	03/01/14	03/31/14
BOOK BALANCE AS OF	03/01/14	\$	438,896.02
ADD DEPOSITS			179,317.00
SUBTRACT:DISBURSEMENTS			108,195.12
BOOK BALANCE AS OF	03/31/14	\$	510,017.90
BALANCE PER BANK STATEMENT	03/31/14		\$512,202.90

ADD: DEPOSIT IN TRANSIT
DATE AMOUNT

TOTAL 0.00 0.00

SUBTRACT: CHECKS OUTSTANDING

DATE	CHECK#	AMOUNT
03/11/14	108	2,185.00

TOTAL 2,185.00 (2,185.00)

LIST ITEMS IN LEDGER NOT ON STATEMENT

DATE AMOUNT

TOTAL \$ - 0.00

LIST ITEMS ON STATEMENT NOT IN LEDGER

DATE AMOUNT

TOTAL - 0.00

ADJUSTED BANK BALANCE(BOOK BAL)AS OF 03/31/14 510,017.90

Difference 0.00

PREPARED BY Patrick J. DeBlasio, CPA REVIEWED BY Mary Foulks

PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 3/7/2014 to 4/8/2014

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Passaic	3/7/2014	State of New Jersey Dept of Children & Families	2014 GL	The certificate holder is included as an additional insured (Service Contract) as respects contract #14HPTN (Out-Patient Substance Abuse Treatment & Urine Testing) between the Department of Children and Families and the City of Passaic. *
City of Passaic	3/12/2014	State of New Jersey Division of Mental Health & Addiction Services	2014 GL	Evidence of Insurance, Passaic Alliance 286 Passaic Street, Passaic, NJ 07055.
City of Passaic	3/12/2014	State of New Jersey Dept of Children & Families	2014 GL	The certificate holder is included as additional insured (Service Contract) as respects contract #14HPTN (Out-Patient Substance Abuse Treatment & Urine Testing) between the Department of Children & Families, the City of Passaic & the Passaic Alliance located at 286 Passaic Street, Passaic, NJ 07055. This certificate supersedes the certificate issued 3/7/14. *
Town of West New York	3/7/2014	Dunn Center	2014 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads' (WNY Juniors 8 & under, WNY Juniors 9 & under) participation in the Bling it on North cheerleading competition on 3/8/14.
Town of West New York	3/19/2014	Wildwood Convention Center	2014 GL	Evidence of Insurance as respects the Town of West New York Recreation Department cheerleading squads' participation in the Shore Showdown Cheerleading Competition being held on April 12, 2014 at the Wildwood Convention Center.
Town of West New York	3/19/2014	Wildwood Convention Center	2014 GL	Evidence of Insurance as respects the Town of West New York Recreation Department cheerleading squads' participation in the Beast of the East Cheerleading Competition being held on April 13, 2014 at the Wildwood Convention Center.
Town of West New York	3/18/2014	Ford Motor Credit Company LLC	2014 GL/AL/WC/APD	Certificate Holder is included as an additional insured (Lessor) and loss payee as respects Lease #8312100, the lease of three 2014 Ford Police Interceptor Utility vehicles VIN Numbers 1FM5K8AR7EGB54789, 1FM5K8AR3EGB54790 & 1FM5K8AR7EGB54792 valued at \$39,342 each. *