



PUBLIC ENTITY JOINT INSURANCE FUND MEETING AGENDA
July 15th, 2014
Hampton Inn, Woodbridge, NJ – at 10:00am – 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**
- **SWEARING IN OF FUND COMMISSIONER FOR BOROUGH OF ROSELLE**
- **ROLL CALL OF FUND COMMISSIONERS**
- **APPROVAL OF MINUTES 6/17/14 MEETING**
- **ADOPTION OF RESOLUTIONS**
 - Resolution 24-14 – Approving Certain Disbursements
 - Resolution 25-14 – Approving Claims Payments
 - Resolution 26-14 - Approving Fund Counsel

REPORTS

- **EXECUTIVE DIRECTOR – NIP GROUP (Earl Miller)**
 - Financial Fast Track
 - East Orange
 - 2015 Renewal (J. Hall)
 - Prospects – 1/1/15 (J. Hall)
- **SAFETY DIRECTOR – (D. Perillo, Sr. Risk Control Specialist, Wendy Wiebalk, Litigation Manager)**
 - DPW New PPE Procedure Implementation – Damarys Gonzales/ West New York
 - Safety Bulletin – DPW Hazards and Controls, The Importance of PPE – D. Perillo
 - Risk Control Training – DVD Topics Library – D. Perillo
 - Safety Reminder – Subcontractor Controls – D. Perillo
 - Punitive Damages in EPL Cases – W. Wiebalk
- **CLAIMS REPORT (Robert Persico, Vice President Claims)**
 - Relationship with Local School Boards
- **TREASURER’S REPORT (Patrick DeBlasio)**
- **NEW BUSINESS**
- **ADJOURNMENT**

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
June 17th, 2014
Hampton Inn Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:16 AM.

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

▪ **APPROVAL OF MINUTES May 20th, 2014**

MOTION: Commr. Dabney
SECOND: Commr. Fernandez
ABSTAIN: Commr. Barrick

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- **Resolution 22-14** – Approving Disbursements totaling \$565,936.23
MOTION: Commr. DeMarco
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 23-14** – Approving Claims Payments totaling \$106,838
MOTION: Commr. DeMarco
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

Mr. Miller wanted to take a minute to introduce Mr. William Boughton from the Township of Teaneck which was accompanied by his Risk manager Mr. Wayne Dietz of D & H. As Teaneck's risk manager, Mr. Dietz felt that it's never too early for a prospective town to come to a PEJIF meeting. Teaneck is a great candidate to join the PEJIF and tentatively might join January 2015.

Executive Director – NIP Management Services - E. Miller

- **Financial Fast Track** –Fund continues to maintain a small YTD surplus and all claims obligations are being met.
- **New Members** - Roselle has signed the Indemnity & Trust for an entry date of 7/1/14 and a new member orientation was held last week. East Orange is getting a new risk manager, who will work with us to bring them into the PEJIF no later than September, 2014. We have given them a 60 extension under the CivicPro Program, while we work on the transition.
- **2015 Renewal Cycle – (J. Hall)** - The 2015 underwriting renewal cycle has begun. The risk managers webinar, which was well-attended, reviewed the renewal requirements and process, as well as some FAQ's from the RM's. Members are asked to work closely with their risk managers to facilitate the process.

SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Wendy Wiebalk, Litigation Manager, Debbie Perillo, Sr. Risk Control Specialist

- *Debbie Perillo was unable to attend the PEJIF meeting. Anthony Ven Graitis will briefly discuss her topics.*
 - **Safety Updates – A. Ven Graitis** –available training including SERVE on line driver training for emergency responders, In2vate on line training for PEOSH required and Police/EMT professional training, live training from a risk control professional, and EPL training.
 - **Emergency Management & Preparedness – A. Ven Gratis** - The summit was a success with representatives from the NJ State Police, former JCPL executive, professional firm Response Law, Agility Recovery, and risk control professionals from member municipalities, PMA and NIP. Members from the GSMJIF and PEJIF participated in the round table discussion and feedback was positive. Takeaways included the need to form Mutual Aid agreements with private firms at the corporate level, creating agreements in writing with the public entities, declaring who will be responsible for what including costs, need to perform table top emergency response meetings and case examples.
 - **Member Updates – D. Perillo** –PEJIF member safety meetings and recent training was discussed. Members briefed committee members on new initiatives and feedback on Emergency Management & Preparedness Summit.
 - **Safety Topics – Safety Committee/Summer Programs/Liability Exposures/Fireworks Display Safety Procedures – D. Perillo** –Bulletins on topics will be sent out. Liability issues with each were briefly discussed including need to transfer risk to fireworks vendors, ensure vendor is responsible for cleanup and inspection prior and post event, emergency preparation (table top) meetings are held prior, proper training for temporary staff hired for summer camps is

provided and staff have background checks performed, procedures and policies are in place to prohibit any time alone with minors, etc.

- **Monthly safety Bulletin: How to best Implement New Safety Initiatives Effectively – D. Perillo** – A need for management and employee accountability for safety was discussed.
- **The Rights of Employees to Social Media, Internet Privacy, and Document Retention in the Workplace – W. Wiebalk** - Wendy spoke about employees’ rights in the workplace in regard to various Internet and employer/employee communication issues

CLAIMS REPORT - Robert Persico, Vice President Claims James Renner AVP, Claims Director

Sidewalk Liability Claims (J. Renner) - Jim provided a presentation on claims against public entities alleging a dangerous condition of public property and specifically sidewalk liability claims. A review of the appropriate Title 59 defenses and immunities were discussed as well as the proper investigation of these claims

- **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 - COMPLETED

Commissioner Fernandez made a motion to adjourn the meeting at 11:17am and Commissioner DeMarco second the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT: Below needs to be updated

Earl Miller – NIP
Madeline Delgado – NIP

Patrick DeBlasio – Treasurer
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
Francis O’Kelly – BGIA
Rob Smith – NIP
Steve Edwards – BGIA
George Crosby – BGIA
Tom Fragoso – Sirocco
Matt Baron
Kathleen Guze – D & H Alternative
William Boughton – Township of Teaneck
Wayne Dietz – D & H Alternative
Patrick DeBlasio – Treasurer
Kathy Martin – City of Passaic
Lindsay Klein – Reliance Insurance
Larry Graham – Fairview Insurance

Public Entity Joint Insurance Fund Monthly Status Report



July 15, 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>May</u> <u>2014</u>		<u>June</u> <u>2014</u>
Beginning Cash Balance	Operating Account-Bank of America	\$	289,730.06	\$	756,208.14
	Claims Fiduciary Account-Bank of America		9,027.19		9,027.19
			-		-
			-		-
	Total Balance	\$	298,757.25	\$	765,235.33

Receipts:

					Totals YTD
Interest Income		\$	-	\$	-
					\$ -
	Operating Account-Bank of America	\$	474,094.30	\$	156,977.25
	Claims Fiduciary Account-Bank of America	\$	5,653.68	\$	2,963.35
Total Receipts		\$	479,747.98	\$	159,940.60

Disbursements:

	Operating Account-Bank of America	\$	7,616.22	\$	569,873.10
	Claims Fiduciary Account-Bank of America	\$	5,653.68	\$	2,963.35
Total Disbursements		\$	13,269.90	\$	572,836.45
Ending Cash Balance		\$	765,235.33	\$	352,339.48



BANK RECONCILIATION

ACCT.NAME Bank of America

BANK/ACCT# Claims Fiduciary Acct -3810-3273-1969

From 06/01/14 To 06/30/14

BOOK BALANCE AS OF	06/01/14 \$	9,027.19
ADD DEPOSITS (PER BANK LEDGER)		2,963.35
SUBTRACT:DISBURSEMENTS(PER BANK LEDGER)		2,963.35
BOOK BALANCE AS OF	06/30/14 \$	9,027.19

BALANCE PER BANK STATEMENT 06/30/14 \$9,027.19

ADD: DEPOSIT IN TRANSIT
DATE AMOUNT

TOTAL 0.00 0.00

SUBTRACT: CHECKS OUTSTANDING
DATE CHECK# AMOUNT

TOTAL 0.00 0.00

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 06/30/14 9,027.19

Difference 0.00

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



BANK RECONCILIATION

ACCT.NAME Bank of America

BANK/ACCT# Claims/Operating Account -3810-3273-1969

From 06/01/14 To 06/30/14

BOOK BALANCE AS OF 06/01/14 \$ 756,208.14

ADD DEPOSITS (PER BANK LEDGER) 156,977.25

SUBTRACT:DISBURSEMENTS(PER BANK LEDGER) 569,873.10

BOOK BALANCE AS OF 06/30/14 \$ 343,312.29

BALANCE PER BANK STATEMENT 06/30/14 \$343,312.29

ADD: DEPOSIT IN TRANSIT
DATE AMOUNT

TOTAL 0.00 0.00

SUBTRACT: CHECKS OUTSTANDING

DATE CHECK# AMOUNT

TOTAL 0.00 0.00

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 06/30/14 343,312.29

Difference 0.00

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

July 17th, 2014- PEJIF Commissioners Meeting Bills List

Date: 7.1.14
 Invoice #: 07



Notes	Description	COMMENTS	Check #/WT	Invoice Amt.
	The NJ Times	June Meeting Notice	#127	\$4.64
	Patrick DeBlasio	Treasurer Services May	#128	\$416.67
	Pringle Quinn Anzano	Invoices #36780-\$589 & #36603-\$403 Fund Attny Services	#129	\$992.00
	Scirocco Financial Group	RM Fee 2 of 2 for 2014	#130	\$20,438.50
	Total in Checks <u>\$21,851.81</u>			
	<u>WIRE TRANSFERS</u>		WT	
	BGIA	Invoice #198685 Public Entity JIF UW Fee 2 of 2 for 2014		39,238.71
	BGIA	Invoice #200117 Travelers equipment breakdown endorsement 2 adding Roselle 7/1/14		483.00
	BGIA	Invoice 200112 Caitlin Policy XSC-680102-0115 endorsement 7 adding Roselle effective 7/1/14		3,243.00
	BGIA	Invoice #200189 Travelers Property Endors. Adding Roselle		11,828.00
	Total WT/BGIA <u>\$54,792.71</u>			
			Subtotal	\$ 76,644.52
			Total	\$ 76,644.52



RESOLUTION NO. 24-14

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 \$76,644.52 payment.

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

Chairman

Date

July 15th, 2014

Secretary

Date

July 15th, 2014

RESOLUTION NO. 25-14

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 \$92,230 against the fund.

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

Chairman

Date

July 15th, 2014

Secretary

Date

July 15th, 2014



RESOLUTION NO. 26- 14

**RESOLUTION APPOINTING APPROVED COUNSEL
FOR THE PUBLIC ENTITY JOINT INSURANCE FUND**

WHEREAS, the Public Entity Joint Insurance Fund is responsible for providing a defense to certain claims brought against its members in accordance with the Fund’s coverage documents; and

WHEREAS, in order to appoint defense counsel, a law firm must be on the approved counsel list of the Public Entity Joint Insurance Fund to defend any members of the Fund; and

WHEREAS, the law firms shown in this resolution have been proposed as Counsel for the Public Entity Joint Insurance Fund for the year 2014;

NOW, THEREFORE BE IT RESOLVED, by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund that the law firms named in this resolution be and the same are hereby appointed as an approved counsel for the Public Entity Joint Insurance Fund for the year 2014:

O’Donnell, McCord, P.C.
15 Mount Kemble Avenue
Morristown, NJ 07960
973.538.1230100 phone
973.538.3301 fax

BE IT FURTHER RESOLVED that the Chairman of the Public Entity Joint Insurance Fund is hereby authorized to execute this resolution;

PUBLIC ENTITY JOINT INSURANCE FUND

_____ July 15, 2014
Chairman Date

_____ July 15, 2014
Secretary Date

PEJIF MONTHLY PAYMENTS

2014

MONTH

JUNE

**D&H -
PASSAIC**

Amount

WC 27,945
LIABILITY, PROP & APD 19,785

PERTH AMBOY

WC 3,779
LIABILITY & PROP 4,230

**Inservco -
PLAINFIELD**

WC 29,552
LIABILITY & PROP 3,316

**CCMSI -
WNY**

WC 2,911
LIABILITY & PROP 712

Total Paid

PEJIF Total for the month 92,230

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

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Plainfield	6/25/2014	County of Union Administration Building	2014 GL/AL/WC	The County of Union, its Board of Chosen Freeholders, officers, employees, agents and servants are included as additional insured (Premises Owner) as respects the City of Plainfield's use of Cedar Brook Park for their 2014 Fireworks Celebration on 7/5/14 rain date 7/6/14. *
City of Plainfield	6/26/2014	Neighborhood Health Services Corporation	2014 GL/AL/WC	Evidence of Insurance as respects the City of Plainfield's placement of 6 participants in the Summer Youth Employment Program at the Health Center worksite from 7/7/14 through 8/29/14. Youths to work as clerical support at the health center.
City of Passaic	6/30/2014	Preakness Valley Golf Course	2014 GL	Evidence of insurance as respects the City of Passaic's rental of four golf carts from the certificate holder from July 3rd to July 6th.
City of Passaic	6/20/2014	City of Paterson Dept. of Health & Human Service	2014 GL/AL/WC	City of Paterson is included as an additional insured (Grantor) as respects the City of Passaic providing support services for the Ryan White/HOPWA Program. Services include case management, rental assistance, utility assistance and security deposits.*
Town of West New York	6/26/2014	Wells Fargo Equipment Finance	2014 GL/AL/WC/ APD	Wells Fargo Equipment Finance is included as an additional insured (Lessor) on liability and loss payee as respects the Town of West New York's lease of a 2013 Braun Ford E-350 Type II Ambulance VIN 1FDWE3FS6DDA62275 total cost new \$140,507.00. *