

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
March 24th, 2015
Hampton Inn Woodbridge, NJ at 10:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:01 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
Matthew Watkins – Town of West New York
Michelle Ralph-Rawls - East Orange – Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

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

▪ **APPROVAL OF MINUTES OF February 24, 2015**

MOTION: Commr. Brown
SECOND: Commr. Watkins
VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy - Missed
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
Michelle Ralph-Rawls - East Orange – Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO APPROVE RESOLUTIONS

- Resolution 14-15 – Approving Disbursements totaling \$145,835.03
- Resolution 15-15 – Approving Claims Payments totaling \$191,216

MOTION: Commr. Dabney
SECOND: Commr. Watkins
VOTE: Unanimous

EXECUTIVE DIRECTOR REPORT– (Earl Miller)

- *Financial Fast Track Report YE 2014* - The actuarial report is in the final stages of completion; once it is completed the Fast Track report will be distributed to all.
- *NIPMS Promotions* – E. Miller/J. Hall - Mr. Miller announced new management changes that have taken place. Jonathan Hall has been promoted to Executive Vice President; Robert Smith has been promoted to Senior Underwriter; Wendy Wiebalk has been promoted to Assistant Vice President of Litigation; Conrad Cyriax is the new Senior Vice President of Claims and Keith Bunin has come onboard as Litigation Specialist. Also, Anthony Amadeo has come onboard as the new Vice President of Underwriting and Mr. Miller will soon be retiring however, he will remain with NIP Management as a consultant.
- *Claims Reporting* – (J. Hall) - Letters were sent out to all members, risk managers and TPAs, regarding claims reporting guidelines and confirming 2014 liability claims. Please review the listings of 2014 liability claims incurred under PEJIF and respond no later than Tuesday, March 31.

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

- *Online Training* – In2vate training is gaining traction and more members are using the service. Administrators can be assigned for each department allowing them to assign courses to employees, track the training and progress of students, and run reports. Risk Control is also happy to administer a municipality's program or assist in the process. SERVE training continues to be available to all members.
- *2014 SIP* – SIP 2014 SIP awards will be provided to all qualifying members for Level A and Level B awards in the May to June time frame. Risk Control will be happy to assist members with creating a plan to ensure your municipality's success, including assigning on line training which is a criteria.
- *Roundtable and Police Training* – Dates are currently being discussed. Police Training will take place in May and June with dates to be announced shortly. Roundtables will follow the police training and will be announced.
- *Monthly Risk Control Bulletin* – Preventing Common Workplace Injuries – A safety bulletin will be issued shortly addressing common workplace injuries and ways employees can prevent from being injured. Slips and falls still account for a majority of the injuries we see and with some additional care, many of these claims should and can be eliminated.
- *PEJIF Combined Compliance Training* – Many of our Municipalities are located in close proximity to each other. Although risk control will always be happy to provide training specific to each member, much of the POESH compliance training is the same and required for every member. To better utilize the PEJIF risk control resources, staff will be looking to hold training for multiple members at certain central locations where possible and it makes sense for all.
- *Risk Control Compliance/Best Practices* – Anthony advised a guide is being created and we are looking for feedback from members on specific items to be included. Risk Control will distribute it in the near future.
- *2015 Risk Control Services Plan* – Every member should have met with Debbie to discuss and create their municipality's Risk Control Service Plan. If anyone has not yet completed the plan, please reach out to Debbie to coordinate a meeting.

CLAIMS REPORT (Robert Persico, Vice President Claims)

- *WC Injuries* – Specialized Fire Fighter Training, College Station, Texas - Bob presented some precautions members should consider when sending firefighters to this specialized fire and emergency response training offered by Texas A&M Engineering Extension Service in College Station, Texas. This is rigorous and intensive training that has produced four claims over the past year. In one instance a firefighter lost his foot. We recommend the members using the service select firefighters in top physical condition. Also screen for any firefighter with a pre-existing condition that could be aggravated by the 3 to 4 days of intense training.

TREASURER’S REPORT

- 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. There were no questions.

NEW BUSINESS

- Payroll Audit - J. Hall – Please note that the payroll self-audit worksheet and supporting documentation is due to our office by Tuesday, March 31.

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:04 am and Commissioner Barrick 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
Steve Edwards - BGIA
Robert Persico – NIP
James Renner – NIP
Jonathan Hall – NIP
Anthony Ven Graitis – NIP

Wendy Wiebalk – NIP
Conrad Cyriax – NIP Group
Thomas Fragoso – Scirocco
Matt Baron – Inservco
Peter Soriero – West New York
Damaris Gonzalez – West New York
Kathy Martin – City of Passaic
Kathleen Guze – D & H Alternative
Brian Erlandsen – BGIA
Robert Smith – NIP Group
Anthony Amadeo – NIP Group
Patrick DeBlasio – Treasurer
Francis J. Kelly – BGIA
George Crosby – BGIA
Scott Readlinger – HUB International
Patti Fahy – Reliance Insurance
Amy Pieroni – Reliance Insurance