

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
July 28th, 2015
Avenel Room I - Hampton Inn Woodbridge, NJ at 10:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:12 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
Naiima Horsley-Fauntleroy- East Orange
David Brown – Borough of Roselle - Absent
William Broughton – Township of Teaneck

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

○ **APPROVAL OF MINUTES OF June 23rd**

MOTION: Commr. Barrick
SECOND: Commr. Broughton
ABSTAIN: Dabney; Watkins

VOTE: ROLL CALL:

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

○ **ADOPTION OF RESOLUTIONS**

MOTION TO APPROVE RESOLUTIONS

- **Resolution 23-15 – Approving Disbursements totaling \$ 1,467,599.35**
- **Resolution 24-15 – Approving Claims Payments totaling \$422,006**

MOTION: Commr. Barrick

SECOND: Commr. Dabney
VOTE: ROLL CALL

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

EXECUTIVE DIRECTOR REPORT– (Earl Miller & Jonathan Hall)

- Fast Track Report (May 2015) - J. Hall – Mr. Hall discussed the May 2015 Fast Track. The June Fast Track will be released when the Mid-Year Actuarial Study is complete.
- 2014 Fund Year Performance – Mr. Hall covered the 2014 Fund Year, including coverage and structural changes made for the 2015 Fund Year and under consideration for 2016.
- Executive Director Position - Mr. Miller announced that effective August 1, 2015, Mr. Hall will be assuming the role of Executive Director. The Fund and NIP Group extended many thanks to Mr. Miller for his contributions and service to the PEJIF.

UNDERWRITING – Anthony Amadeo

- Updated Website – There were minor enhancements made to the website. If anyone needs update login information please contact Anthony.
- Renewal Package – The renewal package has been sent to risk managers about 1 ½ weeks ago and we are looking for completed renewal exposure, along with loss information by 8/14/15 which is in a couple of weeks.
- COPE Information – Travelers is looking for complete COPE information for this renewal. We will be following up as the information is received and reviewed on specific requests for information.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- Police TACT Training – Three successful sessions have been provided in Parsippany, Lawrence and Rahway. Three additional sessions will be scheduled for the fall of 2015 and into 2016.
- Supervisory Training – Frank Viscuso has provided supervisor training to employees attending the DPW roundtable and the Fire Roundtable. Police Supervisor Training is being scheduled with Connell Consulting for the 3rd and 4th quarters of 2015.
- Stewardship Reports - Final data is being formatted for the reports and all should be distributed in the next two weeks. Risk Control personnel will review each report at each member’s upcoming Safety Committee Meetings.
- Risk Control Monthly Bulletin - “Keeping it Safe at Summer Camps- Are We Prepared”? – A bulletin has been distributed to all members. This bulletin directly addresses issues brought up at the June 2015 PEJIF meeting regarding dispensing of medications to campers within municipalities.

- Member Feedback on June Training DVD - (“Heat Stress”) - The PEJIF Training DVD program time limit has been extended. The new training DVD’s will be distributed bi-monthly rather than monthly. The previously distributed DVD entitled: “Heat Stress” will be returned in August by members and the new DVD training video will be distributed directly to each municipality later in the month, considering there is no PEJIF monthly meeting being held in August. The new DVD training will be entitled: “Becoming the Leader of Safety Performance as a Supervisor”
- Risk Control Employee Incentive Plan - Safety Jackpot - A PEJIF employee safety performance incentive reward program was introduced to members in order to possibly be rolled out in August or September 2015. Safety Jackpot is an employee based safety performance incentive plan to benefit employees within the municipality based on specific safety performance. The goal of this plan is to reduce loss frequency as well as loss severity. Rewards are in the form of points which can be redeemed in an online catalog. Research of cost feasibility and reward criteria will be developed by Debbie Perillo, Senior Risk Control Consultant. If and when the program is approved, all members will receive specific program details and meet with Debbie Perillo individually to discuss any specific safety criteria each municipality would like to include in their program.
- Debbie Perillo, Senior Risk Control Consultant has developed a DPW Safety Operating Procedure (S.O.P) module. The module addresses, compliance as well as best practices and procedures. Passaic is the first member to implement this safety module and has already began the trainings. Any member who would like to implement or secure more information can contact the Risk Control department to schedule a municipality specific meeting.

CLAIMS REPORT (Robert Persico and Wendy Wiebalk)

- Saavedra and North Jersey Media/Lyndhurst Cases- W. Wiebalk - Wendy spoke on the impact of the NJ Supreme Court Saavedra case on the taking of documents by employees for their lawsuits. She also spoke on the impact on OPRA of the North Jersey Media/Lyndhurst Case but cautioned that, because it is only an Appellate Division ruling, the NJ Supreme Court may issue a contrary ruling in a year or so but, for now, few police documents are required to be provided under OPRA.

MEMBER UPDATES (new agenda Item)

- Each member gave an update on their respective Township/Borough/City since our last meeting.

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

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:28am and Commissioner Barrick seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – NIP
Wendy Wiebalk – 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
Rob Smith – NIP
Debbie Perillo – NIP
Viviana Lam – City of Passaic
Maria J. Rivera – City of Perth Amboy
Kathleen Guze – D & H Alternative
Wayne Dietz – D & H Alternative
Michael O’Connell – Pringle Quinn Anzano
Naiima Horsley-Fauntleroy
Anthony Amadeo- NIP
Patrick DeBlasio – Treasurer
Nancy Fowlkes – InservCo
Patti Fahy – Reliance
Kim Schwaikert – InservCo
Zach Edelman – Fairview Insurance
Peter Soriero – Allied Risk Management
Andrew Hodulik – Hodulik & Morrison PA
Francis J. Kelly – BGIA
George Crosby – BGIA
Ed Fox
Damaris Gonzales – West New York