

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

March 22nd, 2016

NIP Conference Center – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:15 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF ALTERNATE FUND COMMISSIONER

- City of Perth Amboy – Adam Cruz, Commissioner

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Town of West New York -*Absent*
Naiima Fauntleroy- City of East Orange
David Brown – Borough of Roselle - *Absent*
William Broughton – Township of Teaneck – *Absent*

APPROVAL OF MINUTES OF February 18th 2016 Meeting

MOTION: Commr. Dabney

SECOND: Commr. Fauntleroy

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Town of West New York -*Absent*
Naiima Fauntleroy- City of East Orange
David Brown – Borough of Roselle - *Absent*
William Broughton – Township of Teaneck - *Absent*

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- Resolution 11-16 – Approving Certain Disbursements totaling \$255,555.34
- Resolution 12-16 – Approving Claims Payments totaling \$1,070,714
- Resolution 13-16 – Approving New Member

MOTION: Commr. Dabney

SECOND: Commr. Fauntleroy

VOTE: ROLL CALL

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

EXECUTIVE DIRECTOR REPORT

- **Welcome New Member – City of Orange Township** – Mr. Hall welcomed the City of Orange Township. Mr. Alamo, the Risk Management Consultant for the City, shared remarks of appreciation for membership in the PEJIF.
- **Status of Actuarial Report** – Mr. Hall advised that the draft year-end actuarial report has been received and is being reviewed by the Administrator’s office. The final report is expected to be completed by the next meeting, at which the Fast Track reports will be distributed.
- **Financial Disclosure Statements** – Mr. Hall reminded Commissioners and Alternate Commissioners that the Financial Disclosure Statements are due no later than April 30, 2016.
- **Risk Management Consultant Agreement** – Mr. Hall reminded members that have not filed their 2016 Risk Management Consultant agreements to please send them in as soon as possible.

UNDERWRITING REPORT (Robert Smith)

- **Cyber Security** – Robert advised al that there will be a special presentation by Harbor Technology Group at April Meeting

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Distracted Driving Training via SNCC** -Safety National, the provider of on line SERVE training for emergency responders, has offered a distracted driving on line training module available for all drivers. The course is interactive and tests the operator during various scenarios, teaching the dangers of driving while distracted. The training will be rolled out to all member employees during the month of April.
- **Tree Trimming and Chipper Safety** - A safety bulletin on tree trimming and chipper safety is being distributed to all member municipalities. With the spring cleanup ongoing, the risk for employee injuries from these activities is increased and proper safety precautions must be followed. Live training is available to all members upon request.
- **Department of Parks and Recreation Playground Safety** - Playground and park safety inspections have been on going at many member locations. Please contact your safety representative to schedule inspections of your parks and playgrounds.
- **Flood Risk Mitigation** -With Spring rains arriving, it's time to take action to reduce the risk for flood. Downspouts need to be cleaned, sump pumps checked and maintained, emergency generators serviced and prepared, storm grates and catch basins should be cleared, communication and response plans should be exercised and tested, materials that could be damaged by water on the first floor and basement areas should be removed to higher grounds, sandbags should be available for deployment around structures that cannot be elevated, flood plains should be managed to control growth and runoff in flood prone areas, and a safe location should be identified where vehicles can be moved to during a flood.
- **Auto Claims added to monthly Safety Committee Meeting Agendas** -Auto claims will be discussed at all member safety committee meetings to determine causes of automobile accidents and identifying risk control actions to mitigate the risk of loss.
- **Reminder – May meeting follow up on 2016 PEJIF Service Plan objectives** - 2016 PEJIF service plan objectives will be reviewed at the May meeting so all members should be actively updating their plans and taking necessary actions to ensure compliance. Your risk control professional is available to assist.

CLAIMS REPORT (Conrad Cyriax, Wendy Wiebalk, James Renner & Robert Persico)

- Recent ruling on reopening claims for partial disability – R. Persico- Bob presented a recent WC case entitled Catrambone vs. Bally's Park Place where the Appellate Division allowed a petitioner with total disability to reopen a prior case seeking partial disability. In essence one can collect additional partial disability benefits after being found 100% disabled.
- **MEMBER UPDATES** - Each member gave an update on their respective Township/Borough/City since our last meeting.

TREASURER'S REPORT

- Mr. Hall gave report in Mr. DeBlasio's place and has advised he has 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 11:10am and Commissioner Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Jonathan Hall – NIP
David Springer - NIP
Madeline Delgado – NIP
Wendy Wiebalk – NIP
T. Fragoso – Scirocco
Robert Smith – NIP
Robert Persico – NIP
Brian Erlandsen – BGIA
Tom Fitzpatrick – Fairview
Francis J. Kelley – BGIA
James Renner – NIP
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
Debbie Perillo – NIP
John Carrasco – Skylands Risk Management
Michael O'Connell – PQA
George Crosby – BGIA
Steve Daveggia- NIP
Raquel Cogley - Alamo Insurance
Luis Alamo – Alamo Insurance

Katherine Murray – CRC
Tammeisha Smith – Alamo Insurance
Damarys Gonzalez – West New York
Maria Rivera – Perth Amboy