

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

February 18th, 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 10:05 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

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

ADJOURN SINE DIE MEETING

Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

ELECTION OF CHAIRPERSON AND SECRETARY

- Commr. Brown nominated Commr. Fernandez for Chairperson, with the nomination seconded by Commr. Fauntleroy.
- Commr. Brown Nominated Commr. Dabney as Fund Secretary, with the nomination seconded by Commr. Fauntleroy.

There being no other nominations, nominations for the positions of Chairperson and Secretary were closed.

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Peter Pellissier - City of Perth Amboy
Karen Dabney – City of Plainfield
Town of West New York - *Absent*
Naiima Horsley-Fauntleroy- City of East Orange
David Brown – Borough of Roselle

William Broughton – Township of Teaneck

- Swearing in of Chairperson and Secretary by Fund Attorney

APPROVAL OF MINUTES OF December 15th

MOTION: Commr. Dabney

SECOND: Commr. Fauntleroy

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic

Peter Pellissier - 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

William Broughton – Township of Teaneck

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- **Resolution 01-16 – Certifying the Election of Chairperson and Secretary**
- **Resolution 02-16 - Establishing Meeting Procedures**
- **Resolution 03-16 – Establishing Fiscal Management Plan**
- **Resolution 04-16 – Establishing Fund Records Program**
- **Resolution 05-16 – Establishing 2016 Plan of Risk Management**
- **Resolution 06-16 – Approving Fund Service Providers**

- **APPROVE RESOLUTION(S) 01-16 through 06-16**
 - MOTION:** Commr. Brown
 - SECOND:** Commr. Dabney

- **APPROVE RESOLUTION(S) 07-16 – Approval of Final Budget**
 - MOTION:** Commr. Pellissier
 - SECOND:** Commr. Dabney

- **Resolution 08-16 – Approving Certain Disbursements - \$1,705,982.13**
- **Resolution 09-16 – Approving Claims Payments - \$380,570**

- **APPROVE RESOLUTION(S) 08-16 and 09-16**
 - MOTION:** Commr. Fauntleroy
 - SECOND:** Commr. Brown

- **VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic

Peter Pellissier - 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
William Broughton – Township of Teaneck

EXECUTIVE DIRECTOR REPORT

- **Financial Fast Track Report Status - YE 2015** – Fast Track report will be available once the actuarial report is finalized. We should expect the first draft report by end of this week or early next. Once it is completed we will share with all Commissioners.
- **Financial Disclosure Statements** – We expect to receive notice from the State and Department of Community Affairs regarding roster for Financial Disclosures, once we have completed the roster you will receive notice via email. As a reminder, you need to complete the FDA twice, once for your township and the second for the PEJIF.

UNDERWRITING REPORT (Robert Smith)

- **2016 Coverage Improvements-** Mr. Smith discussed WC attachment point for specific excess reduced from \$750k to \$500k and aggregate excess protects loss fund at retention of \$2,865,000 down from \$3,000,000.
- **Renewal Summaries** – All renewal summaries have been released to the risk managers. If you have any questions or have not received please contact Robert.
- **Quasi Municipal Entities** - All Risk Managers have been sent a list of all current quasi-municipal entities we have on file. The excess carriers require us to update this list every year at renewal. At this time, we have received the updated info and reported back to the carriers. Thanks you for supplying this information. Please continue to inform our office of any updates or changes.
- **Cyber Risk Update** - Please be aware that municipal websites are increasingly becoming the targets of viruses and malware. Our own offices have been affected by this in the course of reviewing municipal sites. Please continue to have your IT teams scan your websites for these threats.
- **Website Update** - There will be meetings in the coming weeks to discuss a version 3.0 website update and we are open to any suggestions or comments on the website, please contact Robert directly with any feedback.
- **Prospects** - The City of Orange Township was presented. A handout with demographic and benchmarking data was distributed. We responded to numerous questions regarding their loss history as well as explained the lack of pooled risk for many of the lines. The commissioners' consensus was that NIP can move ahead with offering an indication.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **POESH and Safety Training** – (Justin Baker of NJ Dept. of Labor & Workforce) - Due to meeting schedules, Robin Ross will present at a future meeting. Justin Baker of the New Jersey Department of Labor and Workforce Development-Safety Training and PEOSH Consultation, provided a review of PEOSH’s role in local government safety, available training and consultation programs, and details on top violations affecting municipalities.
- **Safety Incentive Programs** -The Safety Incentive program will essentially remain the same as 2015, with a Level A and Level B award available to member’s meeting SIP criteria. Certain criteria that was very difficult to review, such as network utilization, will be removed for ease of review.
- **January 2016 Monthly Risk Control Bulletin topic: Slips, Trips and Falls** –Slip, Trips and Falls Bulletin was provided to address winter weather hazards. Also, a safety bulletin issued for Compressed Natural Gas (CNG) powered refuse trucks was reviewed and will be distributed to Public Works staff and emergency responders.
- **Monthly Safety Topic: Driver Safety Training** –Driver training was discussed and is available in live instructor training, on line SERVE emergency responder training, and also safe driving modules through BRIT Team platform-In2vate. Live training is a great starting place where SERVE and In2vate are used to supplement training or is provided to those employees missing the live, in person training or are involved in an accident or close call, requiring refresher training.
- **Follow-Up- Right to Know Survey and identification of RTK Coordinator** –Debbie is currently working with all members on RTK. Every member should have a RTK Coordinator assigned.
- **Hazards of Working in the Cold Weather** - A reminder on working safely in cold weather was provided to address winter weather hazards. PEJIF Risk control was happy to report that no serious exposure claims were reported, even after the bitterly cold spell that all municipalities faced. Municipalities continued to work with their staff effectively, particularly those exposed to the elements, using tool box talks to discuss hazards, providing frequent breaks, and ensuring personnel were properly protected with multiple layers of clothing.
- **MEMBER UPDATES** - 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.

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

- **Recent Ruling on Work-related vs. Non-work-related Injuries & Recent Ruling on Reopening Claims for Partial Disability** – Mr. Persico presented a summary of a recent WC case Fitzgerald vs. Walmart. The case stands for the premise that to have a compensable injury there must be a cause or something in the workplace premise to trigger the injury. Just because an employee feels pain or takes ill during work does not mean it is compensable.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:43am and Commissioner Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Jonathan Hall – NIP
Earl Miller – NIP
David Springer - NIP
Madeline Delgado – NIP
Wendy Wiebalk – NIP
T. Fragoso – Scirocco
Robert Persico – NIP
Tom Fitzpatrick – Fairview
Francis J. Kelley – BGIA
James Renner – NIP
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
Justin Baker – NJLWD
Patti Fahy – Reliance
George Crosby – BGIA
Robert Smith – NIP
Brian Erlandsen – BGIA
Adam E. Cruz – Perth Amboy
Maria Rivera – Perth Amboy
Scott Readlinger – HUB International
Kathy Martin – City of Passaic
Damaris Gonzalez – West New York
Matt Barron – InservCo
Patrick DeBlasio – Treasurer
Michael O’Connell – PQA
John Carrasco – Skylands Risk Mgmt.
Thea Isabella – FMCO
David Harris – CRC
Monette Calello – CRC