

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

October 25th, 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 10:03AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York
William Senande - City of East Orange
Kim Browne – Borough of Roselle
William Broughton – Township of Teaneck
Chris Hartwyk – City of Orange

APPROVAL OF MINUTES OF September 27th 2016 Meeting

MOTION: Commr. Dabney
SECOND: Commr. Cruz
ABSTAIN: Hartwyk; Browne

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York
William Senande - City of East Orange
Kim Browne – Borough of Roselle
William Broughton – Township of Teaneck
Chris Hartwyk – City of Orange

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- Resolution 24-16 – Approving Certain Disbursements totaling \$89,445.53
- Resolution 25-16 – Approving Claims Payments totaling \$405,124

MOTION: Commr. Dabney

SECOND: Commr. Browne

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York
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EXECUTIVE DIRECTOR REPORT

- **Mid-Year Actuarial Report** – Mr. Hall discussed the results of the mid-year actuarial report, including observations by year and by line of coverage. Mr. Hall also reminded members of the coverage enhancements introduced for the 2015 and subsequent fund years and their impact on the Fund’s performance.
- **Fast Track Report** – Mr. Hall discussed the FastTrack as of September 30, 2016. He indicated there were no meaningful changes from the prior month.
- **2017 Request for Proposals** - Invitations to submit proposals for the 2017 Fund Year were posted from September 12 – 14, 2016, with a submission due date of October 21, 2016. The Administrator’s office will summarize the proposals received for the next meeting.
- **Member Stewardship Meetings** – Mr. Hall is scheduling meetings with each Risk Manager and Member through the end of this year and into the first part of 2017.
- **Presentation – David Smith of Princeton Public Affairs (Governmental Affairs)** – Mr. Smith spoke on the services PPAG provides to the Fund, including recent legislation of interest relating to insurance, public entities, and joint insurance funds.

TREASURER’S REPORT

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

UNDERWRITING REPORT – Robert Smith (NIP Group)

- **Member 2017 Renewal Update** – The deadline for all renewal submission documents has passed. The Underwriting team will continue to send individual e-mails to Risk Managers who have Members with outstanding information. Additionally, Mr. Smith will be reaching out to all Risk Managers to clarify any outliers in exposure data submitted. Please respond as quickly as possible to both these requests as they are important for the Fund budget and excess placements.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Speaker: PEOSH Inspector** – Charlie Tracey - representative from PEOSH Consultation spoke to members about available services from PEOSH and the difference between the Consultation and Enforcement side of the agency. Various areas of non-compliance were discussed and the emphasis of inspections being placed on Fire and Public Works Departments.
- **Risk Control Stewardship Reports** - Risk Control Stewardship Reports are being finalized and will be shared at each member's local safety committee meetings. Overall, loss trends for 2015 were discussed including the need for increased utilization of EPL services from PEJIF Risk Control and the EANJ, continued positive trends in Auto Liability and available training, and improvements in Workers' Compensation claims frequency and severity with Risk Control emphasis placed on mitigating arrest/altercation claims, slips, trips and falls, and lifting injuries.
- **DPW Roundtable Recap** - The Public Works/Parks/Facilities Roundtable was held on September 29, 2016, at the Vermeule Community Center in North Plainfield. Topics discussed included Indoor Air Quality, Playground safety and inspections, Trees, and general Title 59 basics and defenses.
- **Fire Roundtable** - The Fire Roundtable is currently being planned for early December. Speakers are being scheduled and an announcement with additional detail will be sent out in the near term.
- **Flagger Safety** - Flagger Safety was discussed with the current change of seasons and the service being provided in member municipalities.
- **Leaf Cleanup** – Leaf Cleanup was discussed with the current change of seasons and the service being provided in member municipalities.
- **Contractual Risk Transfer** - Emphasis should be placed on the need for a written contract, including hold harmless, indemnification and defense clauses in favor of the member municipality, as well as insurance specifications and certificate of insurance requirements, outlining appropriate lines of coverage, limits, and coverage enhancements to protect municipality interests. Members should consult their Risk Management Consultant(s) or PEJIF Risk Control Consultants with any questions.

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

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 10:48am and Secretary Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – Advisor
Madeline Delgado – NIP
Debbie Perillo – NIP
Charlie Tracy – PEOSH
Kathy Martin – City of Passaic
Kathleen Guze – D&H Alternative Risk Solutions
Michael O’Connell – PQA
Brian Erlandsen – BGIA
Rob Smith – NIP
Patrick DeBlasio – Treasurer
Troy Brocco – CPR Restoration
Robert Persico – NIP
Anthony Ven Graitis – NIP
Conrad Cyriax – NIP
David Springer – NIP
Francis J. Kelly – BGIA
Tom Fitzpatrick – Fairview Insurance
Shanell Booker – InservCo
Nancy Fowlkes – InservCo
Patti Fahy – Reliance Insurance
Thomas Fragoso – Scirocco Group
Scott Readlinger – HUB International