

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**September 27<sup>th</sup>, 2016**

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

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**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**

**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 – *Absent (late)*  
Naiima Fauntleroy- City of East Orange – *Absent (late)*  
David Brown – Borough of Roselle - *Absent*  
Dean Kazinci – Township of Teaneck  
Chris Hartwyk – City of Orange – *Absent*

**APPROVAL OF MINUTES OF July 26<sup>th</sup> 2016 Meeting**

**MOTION:** Commr. Fauntleroy

**SECOND:** Commr. Dabney

**ABSTAIN:** Commr. Kazinci

**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 – *Absent*  
Naiima Fauntleroy- City of East Orange  
David Brown – Borough of Roselle - *Absent*  
Dean Kazinci – Township of Teaneck  
Chris Hartwyk – City of Orange – *Absent*

## ADOPTION OF RESOLUTIONS

### MOTION TO APPROVE RESOLUTIONS

- Resolution 22-16 – Approving Certain Disbursements totaling \$159,138.78
- Resolution 23-16 – Approving Claims Payments totaling \$845,963.39

**MOTION:** Commr. Fauntleroy

**SECOND:** Commr. Fernandez

Ricardo Fernandez – City of Passaic  
Adam Cruz - City of Perth Amboy  
Karen Dabney – City of Plainfield  
Jamie Cryan - Town of West New York – *Absent (late)*  
Naiima Fauntleroy- City of East Orange  
David Brown – Borough of Roselle - *Absent*  
Dean Kazinci – Township of Teaneck  
Chris Hartwyk – City of Orange – *Absent*

### EXECUTIVE DIRECTOR REPORT

- **Request for Proposals 2017** – Mr. Hall announced that the 2017 Requests for Proposals have been posted on the PEJIF website, in The Newark Star Ledger and in The Times of Trenton. Respondents are asked to submit their proposals to Madeline Delgado no later than 2:00pm on October 21, 2016.
- **Fast Track Report** – Mr. Hall reported that the updated Fast Track Reports will be distributed to all Commissioners once the Mid-Year Actuarial Report has been finalized.
- **Mid-Year Actuarial Report Status** – Mr. Hall reported that the Administrator’s office is in receipt of the first draft of the Actuarial Report. The report should be finalized within the next month, for discussion at the September meeting.
- **Stewardship Meetings** – Mr. Hall reminded the Commissioners that Stewardship Meetings are being scheduled through each member’s Risk Manager, through the end of the year.

### UNDERWRITING REPORT – Robert Smith (NIP Group)

- **Member 2017 Renewal Update** – Robert indicated that submissions are now past due. We will be following up with all risk manager sin coming days for any missing items. It is imperative; every effort is made to get us all items requested as soon as possible. Please ensure accuracy and quality of data. Updated apps and quality data ensure the best possible rates and assessments. If there are any website issues, please contact me immediately.

### SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Presentation – FLSA Changes** – Robin Ross of EANJ - Robin Ross and Amy Vasquez discussed the USDOL published final regulations re-defining the criteria necessary to qualify as an exempt employee under the Fair Labor Standards Act. The salary threshold will be increasing

from \$23,660 to \$47,476 per year (or from \$455 to \$913 per week). Additionally, this salary level is set to increase every 3 years. The DOL estimates that in the first year of implementation, over 4.2 million workers will gain access to overtime nationwide, 130,000 in NJ alone. The new rules are effective December 1, 2016. A free webinar has also been offered for October 20, 2016, from 10:00 to 11:00. A handout with additional information was provided.

- **DPW Roundtable** - Scheduled for September 29, 2016, at the Vermeule Community Center in North Plainfield. This Roundtable is for Public Works, Parks and Utilities representatives to discuss current issues impacting departments including;
  - Indoor Air Quality – what does the New Jersey PEOSHA standard require to ensure our facilities are in compliance?
  - Playgrounds – What does the New Jersey Standard require, and how can your town comply with the standards.
  - Trees – Are we doing enough to ensure that the trees in our parks and on public property are safe?
  - Other issues of concern will also be discussed.
- **PPE for Fall Tasks** - Discussed tree removal of trees with cherry picker trucks Must wear fall protection (Harness and lanyard) attached to truck. OSHA and PEOSH will fine for this and could possibly fine per person exposed to the fall. Remember to utilize the correct PPE for the task being performed.
- **Work Area Protection** - Advised that whenever performing any work including tree or branch removals, remembers area below to be protected. Protect for vehicles, property and pedestrians. Training in work area protection is strongly recommended.
- **Supervisor Training** - Suggested PEJIF Initiative for Supervisor training to empower supervisors to ensure that RC efforts are being adhered to. Advised all options available to members such as supervisor in person workshops with real scenarios and on-line training. Advised members to contact RC for further information. Also reminded members that supervisors should have the authority to begin the disciplinary action should an employee not follow the rules.
- **Crossing Guard Safety** - Re-distributed Crossing Guard Safety RC Bulletin. Also discussed the importance of the health of crossing guards to be reviewed yearly and training to be done for each guard.
- **Risk Control Bulletin: Top 10 injuries for DPW and Law Enforcement Personnel** - RC Bulletin to be distributed by the end of the week. One will discuss the topic of top 10 injuries for DPW and the other will discuss top 10 injuries for law enforcement personnel.
- **Travelers Inspections** - Advised members that the first week of October that property inspections will be performed by Travelers accompanied by the Risk Control Dept. (Perth Amboy, Roselle, East Orange, Teaneck).

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

## **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.

## **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.

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Jonathan Hall

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Ricardo Fernandez

### **ALSO PRESENT:**

Matt Baron – InservCo  
Keith Platt – InservCo  
Tom Fitzpatrick – Fairview Insurance  
Scott Readinger – HUB International  
Michael Griffith – NIP  
Carra Donegan – Convery  
Patti Fahy – Reliance Insurance Group  
Robin Ross – EANJ  
Amy Vazquez – EANJ  
Debbie Perillo – NIP  
Kathy Martin – City of Passaic  
Gail White - Scirocco  
Kathleen Guze – D & H Alternative  
Michael O’Connell – Pringle Quinn Anzano  
Patrick DeBlasio – Treasurer  
Monette Galello – Claims Resolution Corp.  
Thomas Mooney – First MCO  
Jonathan Hall – NIP  
James Renner – NIP  
Madeline Delgado – NIP  
Conrad Cyriax - NIP  
David Springer – NIP  
Robert Smith – NIP  
George Crosby – BGIA

Earl Miller – Advisor  
Brian Erlandsen – BGIA  
Robert Persico – NIP  
Anthony Ven Graitis – NIP  
Steve Edwards – BGIA  
Steve Daveggia – NIP  
Jamie Cryan – Town of West New York