

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

May 16, 2017

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:01AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS -

Ricardo Fernandez – City of Passaic – Absent
Adam Cruz – City of Perth Amboy – Absent
Rick Smiley – City of Plainfield
Manny Diaz – Town of West New York
Naiima Horsley-Fauntleroy – City of East Orange – Late
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Chris Hartwyk – City of Orange Township – Absent

APPROVAL OF MINUTES OF April 25th 2017 Meeting

MOTION: Commr. Horsely-Fauntleroy

SECOND: Commr. Brown

VOTE: UNANIMOUS BY VOICE

ADOPTION OF RESOLUTIONS

- **Resolution 20-17 – Approving Certain Disbursements – \$15,253.36**
- **Resolution 21-17 – Approving Claims Payments - \$641,605.34**

MOTION: Commr. Horsely-Fauntleroy

SECOND: Commr. Smiley

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic – Absent
Adam Cruz – City of Perth Amboy – Absent
Rick Smiley – City of Plainfield
Manny Diaz – Town of West New York

Naiima Horsley-Fauntleroy – City of East Orange
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Chris Hartwyk – City of Orange Township – Absent

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Fast Track Report** – Mr. Hall reported that the Fast Track Report as of April 30 would be distributed this week to all Commissioners, as soon as it is finalized.
- **Financial Audit Status** – Mr. Hall reported that the Draft 2016 Financial Audit has been received and is being reviewed. The final report will be distributed prior to the June meeting.
- **Financial Disclosure Reports – Due May 30th** - Mr. Hall reminded the Commissioners that the Financial Disclosure Reports are due to the State by May 30. If any members have questions or need PIN information, please contact Madeline Delgado.

TREASURER’S REPORT – P. DeBlasio

- 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)

- **Property Module** – Please review current list of properties scheduled. Recently, we have noticed a trend of new locations not being added.
- **Review of Bonded Individuals** - Please review current list of bonded individuals. We have noticed a trend of members not updating this on a yearly basis and it only comes up when documentation is needed and then it is a rush to update the data and issue any documents.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Presentation on Tick and Insect Bites and Infections** – As many of our municipal employees may come in contact with brush, undergrowth or tall grass, tick bites are a real concern for all municipal employees. In addition, the recent warm winters and recent field investigations have led local experts to predict a very severe tick season ahead. Lyme disease, Powassan, Rocky Mt. Spotted Fever, are just a few of the tick borne diseases that can be transmitted to humans. A bulletin will be distributed explaining what ticks are, how tick borne diseases spread, how are the diseases diagnosed, how to remove ticks, how to protect yourself from ticks, and what to do if you are bit.
- **Camera Security**- A sample camera security policy is available to all members. Cameras should not be hidden and employees should be made aware of the surveillance. Also, cameras are part of collective bargaining so proper steps should be taken with unions.
- **Wellness** - The Walk to Win challenge is ongoing and is scheduled to end on 7/12. The City of Teaneck and the Borough of Roselle are actively participating, with other municipalities planning to join. Members can join anytime up to 7/1/17 in order to receive credit for the Wellness Incentive Program award. The first place teams are 1) Dumbledore’s Army, 2) Walk to Library, 3) Steppenwolves.

- **Summer Risks** – Heat Exhaustion, Event Planning, Uniforms and tick/insect exposure, and playground safety was discussed.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators of Claims Activity for the Fund** – Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.
- **Recent Case Discussion – Baldwin vs. New Jersey Turnpike Authority** – Jim Renner discussed the Boudouin v. NJ Turnpike Authority claim which involved a tree falling on a vehicle travelling on the Garden State Parkway killing two passengers and injuring two others. The Appellate Court affirmed the lower court ruling dismissing the claim against the Authority due to the immunities set forth in the Tort Claims Act.
- **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 11:04am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO PRESENT:

Robert Persico – NIP
Earl Miller – Advisor
James Renner – NIP
Damaris Gonzalez – West New York
Gail White – Scirocco
Wayne F. Dietz – Skylands Risk Management
Kheesha Walls – City of Plainfield
Jonathan Hall – NIP
Paul Anzano – PQA
Pat DeBlasio – Treasurer

Robert Smith – NIP
Frank Kelly – BGIA
Anthony VenGraitis – NIP
Conrad Cyriax – NIP
Patti Fahy – Reliance
Trishonda Williams – CRC
Kelly Royce - First MCO
Keith Platt – InservCo
Larry Graham – Fairview