

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
January 23rd, 2018
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:15AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW COMMISSIONER

Bryan Russell – Commissioner – Borough of Roselle

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
City of East Orange - ABSENT
City of Orange - ABSENT
Adam Cruz - City of Perth Amboy
City of Plainfield - ABSENT
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

ADJOURN MEETING SINE DIE

Chairman asked 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. Broughton nominated Commr. Fernandez for Chairperson, with the nomination seconded by Commr. Cruz. No further nominations proposed.
- Commr. Fernandez nominated Commr. Broughton for Secretary, with the nomination seconded by Commr. Cruz. No further nominations proposed.
- Swearing in of Chairperson and Secretary by Fund Attorney.

ELECTION OF EXECUTIVE COMMITTEE –

- Mr. Hall explained that as the Fund exceeds seven members, the Bylaws require the election of an Executive Committee. The Executive Committee shall consist of five members, in addition to the Chairperson and Secretary. The Commissioners may also appoint up to seven Alternate Executive Committee members.
- Commr. Fernandez nominated all Commissioners to the Executive Committee with the nomination seconded by Commr. Broughton.

- Swearing in of Executive Committee by Fund Attorney.
Absent from Swearing in: City of Orange; City of Plainfield

Executive Committee now consists of:

Ricardo Fernandez – City of Passaic, Chairperson
William Broughton – Township of Teaneck, Secretary
Naiima Horsley-Fauntleroy – City of East Orange
Bryan Russell – Borough of Roselle
Adam Cruz - City of Perth Amboy
Rick Smiley - City of Plainfield
Jamie Cryan – Town of West New York
Chris Hartwyk – City of Orange, Alternate

APPROVAL OF MINUTES OF December 19th, 2017 Meeting

MOTION: Commr. Broughton
SECOND: Commr. Cruz
ABSTAIN: Commr. Russell

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
City of East Orange - ABSENT
City of Orange - ABSENT
Adam Cruz - City of Perth Amboy
City of Plainfield - ABSENT
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

ADOPTION OF RESOLUTIONS

Chairman Fernandez asked that Resolutions 01-18 through 08-18 be approved collectively.

- Resolution 01-18 – Certifying the Election of Chairperson and Secretary
- Resolution 02-18 – Certifying the Election of Executive Committee
- Resolution 03-18 – Establishing Public Meeting Procedures
- Resolution 04-18 – Establishing Fiscal Management Plan
- Resolution 05-18 – Establishing Fund Records Program
- Resolution 06-18 – Establishing 2018 Plan of Risk Management
- Resolution 07-18 – Approving Fund Service Providers
- Resolution 08-18 – Approving Appointed Counsel for 2018

MOTION: Commr. Boughton
SECOND: Commr. Fernandez

Ricardo Fernandez – City of Passaic
City of East Orange - ABSENT

City of Orange - ABSENT
Adam Cruz - City of Perth Amboy
City of Plainfield - ABSENT
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

- Resolution 09-17 – Approving Final 2018 Budget

MOTION: Commr. Broughton
SECOND: Commr. Russell

Ricardo Fernandez – City of Passaic
City of East Orange - ABSENT
City of Orange - ABSENT
Adam Cruz - City of Perth Amboy
City of Plainfield - ABSENT
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

Chairman Fernandez asked that Resolutions 10-18 through 11-18 be approved collectively.

- Resolution 10-18 – Approving Certain Disbursements – \$73,276.62
- Resolution 11-18 – Approving Claims Payments - \$761,030.87

MOTION: Commr. Cruz
SECOND: Commr. Broughton

Ricardo Fernandez – City of Passaic
City of East Orange - ABSENT
City of Orange - ABSENT
Adam Cruz - City of Perth Amboy
City of Plainfield - ABSENT
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **2017 Review and 2018 Goals** – Mr. Hall reviewed the 2017 Fund Year’s claims, risk control and underwriting activities and presented goals and initiatives for the 2018 Fund Year. The Fund’s Underwriting Manager will present a detailed update on 2018 coverage enhancements at a subsequent meeting.
- **Financial Fast Track Report Status** – The FastTrack Reports for December 2017 and following months will be distributed as soon as the Year-End Actuarial Reserve Study is completed. The data for the actuarial study will be sent to the actuary in the next two weeks.

- **Special Commissioners** – As the membership is an even number for the 2018 Fund Year, Fund Bylaws require the appointment of a Special Commissioner. As the order of selection is alphabetical, the Special Commissioner should be selected from member City of Orange.

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.
- Mr. DeBlasio also provided an overview of the performance of the Fund’s investments during the 2017 Fund Year as of December 31, 2017.

UNDERWRITING REPORT – R. Smith (NIP Group)

- **Renewal Summaries** – All summaries have been sent out to the risk managers. Should there be any issues or questions, please contact our office.
- **Coverage Enhancements** – BGIA will be presenting an update on all enhancements at the next meeting.
- **Quasi Municipal Entities** - Please review and update your list of quasi-municipal entities and submit any additions or edits to our office.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group)

- **Wellness Update** – The Maintain, Don’t Gain challenge is complete. The PEJIF had 11 teams complete the challenge. Total prizes awarded equaled \$925 dollars, with City of Passaic receiving \$500, City of Perth Amboy receiving \$225, and Township of Teaneck receiving \$200. The next wellness challenge will be announced in the upcoming weeks.
- **Carbon Monoxide Incident** - Chief Ed Mullen from the City of Perth Amboy Fire Department discussed the fatal incident that occurred in the City on January 4, 2018, where a multifamily residence had a carbon monoxide exposure event. Over two dozen police had to seek precautionary treatment for exposure. Best practices and lessons learned were discussed with Commissioners. A bulletin on Carbon Monoxide awareness and a bulletin from the Department of Community Affairs on carbon monoxide detection installation will be distributed.
- **EPL Services** - Employment practices training is available from the EANJ, PMA staff, and NIP staff. An audit can be scheduled to review practices and policies in place. A sample employee handbook and compliance manual will be distributed to members.
- **Active Shooter Seminar Update** - The active threat/shooter seminar is scheduled for March 1, 2018, and will be held at the Union Township Senior Center. An announcement will be made in the upcoming weeks.
- **MVR Checks-Fleet Policy** – Policy A news article was referenced where a DOT driver was involved in multiple collisions on one day after having been involved in an accident and DWI charge a few weeks earlier. In addition, the employee was involved with multiple additional incidents where DWI charges were brought. Motor Vehicle Records must be reviewed by every municipality to ensure their drivers are safe and eligible to drive municipal vehicles or their personal vehicles on municipal business. A sample fleet policy is available and the NJ DMV

CAIR program allows for municipalities to check up to 5,000 MVR's for \$150. Information will be sent out to all members.

- **PEOSH Postings** – Postings 300A annual summaries must be posted from February 1 to April 30, 2018.
- **Bulletins** - Please advise if you would like to add any additional employee contacts to the PEJIF distribution list.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators** - 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.
- **Recap of the January 10th Claims Seminar – (James Renner NIP Group)** - James Renner provided the Commissioners with a recap of the Town Member Claims Seminar that was held on January 10, 2018.

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 11:39am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
James Renner – NIP
Robert Persico – NIP
Conrad Cyriax – NIP
Steve Daveggia – NIP
Keith Skeba – NIP

Anthony Ven Graitis – NIP
Edward A. Mullen – Perth Amboy Fire Department
Kathleen – Guze – D & H Alternative
Gail White – Scirocco
Frank Kelly – BGIA
Colleen Seal – First MCO
Douglas Young – Health E Systems
Brian Erlandsen – BGIA
Kathy Martin – City of Passaic
Paul Anzano – PQA
Maria Rivera – City of Perth Amboy
Jonathan Hall – NIP