

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
February 27<sup>th</sup>, 2018  
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:13AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

**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  
Jamie Cryan – Town of West New York

**APPROVAL OF MINUTES OF January 23<sup>rd</sup>, 2018 Meeting**

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

**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  
Jamie Cryan – Town of West New York

**ADOPTION OF RESOLUTIONS**

Chairman Fernandez asked that Resolutions 12-18 through 13-18 be approved collectively.

- Resolution 12-18 – Approving Certain Disbursements – \$2,102,989.32
- Resolution 13-18 – Approving Claims Payments - \$686,530.70

**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  
Jamie Cryan – Town of West New York

### **EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)**

- **2017 Year End Actuarial Report** – The 2017 Year-End Actuarial Report first draft has been received and is in internal review. Members should see a significant improvement in the Fund's all-years' net position. Once the Actuarial Report is finalized, the December 2017 Fast Track report will be finalized and sent to members.
- **Media Requests** – Mr. Hall reminded members that the Fund has retained a public relations firm to handle media requests regarding PEJIF members' claims. Should any member receive request for comment, please feel free to refer such request to the Administrator's office.

### **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 – R. Smith (NIP Group)**

- **Quasi Details** – Defined Quasi Municipal Entity as an entity that is 1) under the member's control (either directly or indirectly through the appointment of the board members) and are a part of the member's budget.  
The Fund does extend coverage to athletic and quasi-municipal groups if it complies with one of the following conditions: (a.) The organization is a sub-agency of the municipality subject to the provisions of the Local Public Contracts Law; or (b.) The agency was created by an act of the governing body of the member municipality; or (c.) The organization is subject to the provisions of the Local Budget Law, Local Fiscal Affairs Law and any full time paid employees of the agency are eligible for membership in the Public Employees Retirement system.
- **Website Updates** – We are currently reviewing the members website and would like feedback on any changes or enhancements members would like to see. Please email or call Rob Smith to share any thoughts.

- **Cyber Update** - We will be emailing all members to obtain their email domain names to be cleared by our partner at Beazley for access to their Breach Response platform.

### **SAFETY DIRECTOR – A. Ven Graitis (NIP Group)**

- **Presentation - Security Awareness Training and Municipal Cyber Assessment - Michael Markulec of Harbor Technology Group** - Michael Markulec of Harbor Technology Group spoke about the ongoing cyber issues facing municipalities in NJ. He also introduced a Security Awareness Training program he's developed for PEJIF members. For \$25/user/year, HTG will provide baseline testing, training, and phishing simulations to municipal computer users. The cost isn't included in the assessments, but the discounted rate is available through the GSMJIF. HTG requires 400 users signed up across the GSMJIF.

In addition, HTG is making available a Municipal Cyber Assessment, in which his firm will review the municipal IT infrastructure against the NIST framework and standards, and provide recommendations to IT staff. The cost is dependent on the size of the municipality and is not included in the budgeted assessment. The PEJIF will reimburse 25% of the cost of the Assessment to any member that completes it.

- **Active Threat Seminar and Discussion** – Representatives of Police, Fire, EMS and Administration are invited to a seminar being held at the Union Township Senior Center on March 15, from 10:00am to 2:00pm. Active threat training, preparation, risk assessment, community collaboration and multi-agency response, lessons learned, and many other topics will be discussed. Speakers include Jonathan Parham, AOR 360/ Chief Linden PD (ret), Ed Moore, NJOHSP, Mike Bascom, Neptune Twp OEM/ EMS, and Bill Rosen, Neptune Twp EMS, Lunch will be served and seats must be reserved by March 13.
- **Wellness** – Wellness Coaches USA: Maintain, Don't Gain awards were distributed. Risk Control is in discussions with Wellness Coaches USA to collaborate on the next wellness challenge and possible ways to work with members. They will be coming in to present at the next fund meeting in March.
- **Playground Safety** - Playground safety and the need to inspect in Spring prior to opening of the facilities and the public using them. A bulletin will be issued to all members.
- **Flood Safety** - With recent storms impacting the area and the Spring season historically leading to heavy rains, preparations should be made to mitigate the risk for flood loss. A bulletin will be issued to all members.
- **Tree Trimming/Chipper Safety** – With the Spring season upon us, tree trimming and chipper safety training should be provided to all appropriate staff. A bulletin will be issued to all members.

### **CLAIMS REPORT – C. Cyriax (NIP Group)**

- **Key Performance Indicators for January 2018** - Conrad Cyriax and Robert Persico each provided reports on claims activity to the Commissioners. Conrad delivered the Monthly Report of key performance indicators of Claims Department activity for January and Bob provided a comparison of 2017 activity versus 2016 activity.
- **Annual Claims Department Key Performance Indicators Report for 2017 – (Robert Persico NIP Group)** - Bob presented an annual comparison of claim statistics comparing 2016 to 2017.

The presentation included incoming, closing and pending claims as well-set reserves at year's end. This was followed by a discussion about cost containment efforts for the workers compensation line of business.

**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 11:27am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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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  
Frank Oddo – NIP  
Michael Markulec – Harbor Technology  
Matt Webster – Harbor Technology  
Ann Marie Dolniac – NIP  
Shanell Booker – InservCo  
Sureatha Hobbs – InservCo  
Kelly Royce – First MCO  
Kathy Martin – City of Passaic  
Kathleen Guze – D & H Alternative  
George Cosby – BGIA  
Frank Kelly – BGIA  
Larry Graham – Fairview  
Brian Erlandsen – BGIA  
Rob Smith – NIP

Maria Rivera- City of Perth Amboy  
Jonathan Hall – NIP  
Michael O’Connell – PQA  
Patrick DeBlasio – Treasurer