

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**July 24<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 10:08AM.**

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

**PLEDGE OF ALLEGIANCE**

- **SWEARING IN OF NEW FUND COMMISSIONERS**  
Eric Walker – Borough of Roselle – (Alternate Commissioner)

**ROLL CALL OF FUND COMMISSIONERS**

Rick Fernandez – City of Passaic  
City of East Orange – *ABSENT*  
Chris Hartwyk – City of Orange  
Maria Rivera – City of Perth Amboy  
Ron West - City of Plainfield  
Eric Walker – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

**APPROVAL OF MINUTES OF June 19<sup>th</sup>, 2018 Meeting**

**MOTION:** Commr. Rivera  
**SECOND:** Commr. Hartwick  
**ABSTAIN:** Fernandez; Walker

**VOTE: ROLL CALL**

Rick Fernandez – City of Passaic  
City of East Orange – *ABSENT*  
Chris Hartwyk – City of Orange  
Maria Rivera – City of Perth Amboy  
Ron West - City of Plainfield  
Eric Walker – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

## ADOPTION OF RESOLUTIONS

Commissioner Fernandez asked that Resolutions 22-18 and 23-18 be approved collectively.

- **Resolution 22-18** – Approving Certain Disbursements – \$683,619.65
- **Resolution 23-18** – Approving Claims Payments – \$1,019,770.17  
MOTION: Commr. Hartwyk  
SECOND: Commr. West

Rick Fernandez – City of Passaic  
City of East Orange – ABSENT  
Chris Hartwyk – City of Orange  
Maria Rivera – City of Perth Amboy  
Ron West - City of Plainfield  
Eric Walker – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

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

- **Actuarial Update** – All data has been sent to the Fund’s actuaries, who are working on their mid-year analysis of the Fund’s loss experience. We will update the membership once the report has been finalized.
- **Fast Track Report** – The Fast Track reports as of 6/30/18 and following will be released once the mid-year actuarial study has been finalized.
- **Legislative Update** – Mr. David Smith of Princeton Public Affair Group provided an update of 2018-2019 legislative priorities and bills pending before the legislature.

## 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)

- **2019 Renewal Update** – As per recent communications, the renewal cycle is in full swing now. All historical loss (10 years) are due July 27 and all updated schedules and applications are due by August 11th. Should anyone need assistance with the member website please contact us.
- **2018 NJSLOM Update** – Our 2nd Annual NSLOM cocktail reception will be on Wednesday, November 14th from 5 to 7 pm at the Continental which is the same place as last year. The September meeting will have formal invites.

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

- **Wellness** – The Workout 2 Win 2 challenge has ended. 432 employees from 18 municipalities participated with 107 teams. Awards were granted to municipalities with the largest percentage of employees participating, to the teams with the highest weekly average of exercise time, randomly to teams that participated and to the teams voted with the best name. Over \$1,000 of awards were announced for PEJIF municipalities. The CPR/AED challenge will be announced in the upcoming weeks as the next PEJIF wellness challenge.
- **Modified Duty** – Robert Persico discussed the impact of light duty/transitional duty on claim costs and the importance of coordinating the return to work of injured employees with the claims staff and treating physicians. Anthony discussed the risk control areas of focus including the temporary nature of light/transitional duty, it must be consistently applied, use of job banks to encourage all departments to offer it on a case by case basis, and the value of a successfully run program.
- **CDL-Drug Testing Updates** – Peter Lukowiak from Dynamic Testing presented on the new federal testing requirements which expand the CDL panel testing to include Opioids. The revised 49 CFR Part 40 mandates that DOT regulated programs test for additional Schedule II substances including hydrocodone, hydromorphone, oxycodone, and oxymorphone. Some common names for these semi-synthetic opioids include OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid, Exalgo. Peter discussed the new panel testing, the need to update policies and provide notice to employees, and also the impact of medical marijuana. Even though medical marijuana may be accepted by some states, it is still considered by federal law as a schedule I drug.
- **Online Training Updates** – Reminder that the safety incentive program now requires the use of on-line training. Members can reach out to risk control to set up an in person or conference call to walk through the system and learn how to use it effectively.
- **Police Roundtable** – will be held at the Hamilton Stage (Theater) 360 Hamilton Street, Rahway, on September 19, starting at 10:00am and ending at 1:00PM. We are working on a formal announcement and will make sure to send it to you as soon as it is issued. Dr. John Moore is speaking, as well as Jonathan Parham, the newly appointed Union County Undersheriff. The focus will be on command staff establishing and maintaining the proper work environment and culture to prevent harassment, discrimination, and hostile workplace claims.
- **Bloodborne Pathogens** – Keith discussed the basics of bloodborne pathogens, the need to have a written program in place specifying jobs that have an occupational exposure, and the post exposure prophylaxis (PEP). A bulletin will be distributed to all members.

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

- **Key Performance Indicators for June 2018** – 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.
- **Announcement of the Town Member Claims Seminar scheduled for October 3, 2018**  
**Liability Claims Seminar for JIF Town Members** – Jim Renner announced that the next town member claims seminar will be held on October 3rd in the NIP Auditorium in Woodbridge.

**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 11:18am and Chairman Rivera and Commissioner West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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William Broughton

**ALSO, PRESENT:**

Madeline Delgado – NIP  
Robert Persico – NIP  
Keith Skeba – NIP  
Anthony Ven Graitis – NIP  
Abby Levenson – Plainfield  
Patti Fahy – Acrisure/Reliance  
Allison Cronk – First MCO  
Kathleen Guze – D & H Alternative  
Frank Kelley – BGIA  
Nancy Foulkes – Inservco  
David Harris – CRC  
Richard Crooks – CRC  
David Smith – Princeton Public Affairs  
Patrick DeBlasio – Treasurer  
Jonathan Hall – NIP

Brian Erlandsen – BGIA  
Rob Smith – NIP  
Conrad Cyriax – NIP  
Paul Anzano – PQA  
Steve Daveggia – NIP