

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
February 8<sup>th</sup>, 2019  
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 10:12AM.**

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW COMMISSIONER**

Frederick Carr – Commissioner – City of Perth Amboy

**ROLL CALL OF FUND COMMISSIONERS**

City of Passaic - ABSENT  
City of East Orange - Naiima Horsley-Fauntleroy  
City of Orange – Marty Mays  
City of Perth Amboy – Frederick Carr  
City of Plainfield – Ron West  
Borough of Roselle – Eric Walker  
Township of Teaneck – Dean Kazinci  
Town of West New York– ABSENT

**VOTE: ROLL CALL**

**ADOPTION OF RESOLUTIONS - Quorum not reached**

**ADOPTION OF RESOLUTIONS (\* Indicates Consent Agenda, Unless Otherwise Determined)**

Resolution 01-19 – Approving Final PEJIF 2019 Budget  
Resolution 02-19 – Approving Certain Disbursements - \$37,260. 20  
Resolution 03-19 – Approving Certain Claims Payments - \$554,991.84

**MOTION:** Commr. Horsley-Fauntleroy

**SECOND:** Commr. Kazinci

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commissioner Kazinci made a motion to adjourn the meeting at 10:08am and Commissioner 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

Frank Kelly – BGIA

Rob Smith – NIP

Maria Rivera – Perth Amboy

Jonathan Hall – NIP

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
January 22<sup>nd</sup>, 2019  
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 10:15AM.**

**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  
City of Perth Amboy – Maria Rivera  
City of Plainfield – Carlos Sanchez  
Borough of Roselle - ABSENT  
Dean Kazinci – Township of Teaneck  
Town of West New York– ABSENT

**ADJOURN MEETING SINE DIE – There were no nominations due to Quorum cannot be reached**

**ELECTION OF CHAIRPERSON AND SECRETARY - Quorum not reached**

**ELECTION OF EXECUTIVE COMMITTEE – Quorum not reached**

**APPROVAL OF MINUTES OF December 18<sup>th</sup>, 2018 Meeting – Quorum not reached**

**MOTION:** Commr.

**SECOND:** Commr.

**ABSTAIN:** Commr.

**VOTE: ROLL CALL**

## **ADOPTION OF RESOLUTIONS - Quorum not reached**

### **ADOPTION OF RESOLUTIONS (\* Indicates Consent Agenda, Unless Otherwise Determined)**

- Resolution 01-19 – Certifying the Election of Chairperson and Secretary\*
- Resolution 02-19 – Certifying the Election of Executive Committee\*
- Resolution 03-19 – Establishing Public Meeting Procedures\*
- Resolution 04-19 – Establishing Fiscal Management Plan\*
- Resolution 05-19 – Establishing Fund Records Program\*
- Resolution 06-19 – Establishing 2019 Plan of Risk Management\*
- Resolution 07-19 – Approving Fund Service Providers\*
- Resolution 08-19 – Approving Appointed Counsel for 2019\*
- Resolution 09-19 – Approving Final 2019 Budget
- Resolution 10-19 – Approving Certain Disbursements – \$37,260.20
- Resolution 11-19 – Approving Claims Payments - \$554,991.84

**MOTION:** Commr.

**SECOND:** Commr.

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

- **2018 Review and 2019 Goals** – Mr. Hall reported on the experience for 2018 and initiatives for 2019. Particular focus will be on expanded services for employment practices and public officials' liability coverages.
- **Financial Fast Track Report Status – YE** – Mr. Hall reported that the Financial FastTrack Report will be distributed once the Year-End Reserve Study has been completed. All of the data has been sent to the Fund Actuary and the review is underway.
- **Special Commissioners for 2019** – As the Fund has an even number of Commissioners, we are required under our Bylaws and by Statute to appoint a Special Commissioner. As prescribed under the Bylaws, City of Passaic will have the opportunity this year to appoint a Special Commissioner.

## **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 2018 Fund Year as of December 31, 2018.

## **UNDERWRITING REPORT – R. Smith (NIP Group)**

- **Insurance Summaries** – All summaries have been delivered to the risk managers. Please consult with your risk manager to review and let me know should there be any questions or concerns.

- **February BGIA Presentation** – At the next meeting, BGIA will present a mile-high overview of the changes and enhancements to the 2019 policies.
- **Renewal Process Huddle at February Meeting** – As we look to streamline the renewal process and the website, I will be hosting a huddle following next month’s meeting for all risk managers and members who are interested, to discuss improvements and ways we can make the renewal process easier.

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

- **EPL efforts for 2019** - 2019 Risk control will continue ongoing efforts to mitigate risk through harassment/discrimination and supervisory training held by in-house staff and outside risk control vendors including PMA and the EANJ. In addition, we are asking that members contact the EANJ more frequently to take advantage of the free phone advisory services available through their membership. Consultants will remind members moving forward that before any termination is made, they should consult with their labor counsel and the EANJ. An employee hotline will also be available for all members.
- **Presenter: Jeff Schobel, VP of Enterprise Solutions, to discuss STOP it- reporting hotline and services** – Neil Hooper, Chief Revenue Officer of STOP it, presented on the employee hotline, application and web address technologies available through STOPit. Reports can be entered either anonymously or they can require name and ID #, depending on how the municipality wants to set up the system. Incidents can be forwarded to HR, Labor Counsel’s offices, or other administrators as needed.
- **EANJ and Risk Control involvement** - The EANJ is available to assist members with how to properly handle investigation matters. An HR seminar on how to properly investigate employment matters will be scheduled in the upcoming months.
- **In2vate for 2019** - As previously communicated, the PEJIF now contracts directly with In2vate as Brit is no longer the excess carrier for the fund. Services will remain nearly the same as previously provided, and all login information and passwords are unchanged. The only change is the landing page/login address, is now [www.in2vate.com/nip](http://www.in2vate.com/nip). Risk control will also be tracking all in person training provided to members. Risk Control consultants will be following up with members for employee information.
- **Upcoming Events: HR Seminar** – NJ Paid Sick Leave, WWF, Roundtable announcements - The HR Seminar-NJ Paid Sick Leave, is scheduled for 1/31/19 at NIP offices at 900 Route 9, Woodbridge, from 10:00 to 12:00. You should register on line from the links provided in the emails or contact your risk control consultant. Notices will be issued on upcoming seminars for WWF police training and Roundtables for Police, Fire and DPW.
- **Fleet Safety** - Ken Child presented on fleet safety initiatives in 2019 including review of fleet safety written programs that address MVR checks, vehicle inspections, vehicle maintenance, driver training, accident investigation boards, and various other risks. Risk control consultants will continue to work with members on updating programs.
- **Housekeeping in DPW** - Two fires have recently occurred at public works facilities this past month, with both being caused, or the severity contributed to, by poor housekeeping. Inspections have continually indicated a concern with housekeeping at a majority of Public Work facilities. Risk control will be sharing inspection check lists and performing walk through’s of member locations in the upcoming months to reduce the risk of fires, property claims, and employee injuries
- **Carbon Monoxide** - Carbon Monoxide is a deadly gas byproduct of normal combustion. A bulletin has been issued and should be shared with all department personnel. Emergency Responders should especially be aware of the hazards of CO when responding to emergency

calls as often the symptoms are hard to link to CO inhalation, such as dizziness, vomiting, weak pulse, etc. Personnel CO detectors were discussed and should be made available to all emergency responders, so they can be quickly alerted when entering areas with high CO levels.

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

- **Monthly Claims Department Key Performance Indicators for December 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.

**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

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Madeline Delgado

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Ricardo Fernandez

### **ALSO, PRESENT:**

Madeline Delgado – NIP  
Anthony Ven Graitis – NIP  
Keith Skeba – NIP  
James Renner – NIP  
Robert Persico – NIP  
Conrad Cyriax – NIP  
Steve Daveggia – NIP  
Neil Hooper – Stopit  
Jack Zisa – RMC  
Abby Levenson – City of Plainfield  
Marc Strauss – PMA  
Ken Child – PMA

Kathleen Guze – D & H  
Kelly Royce – First MCO  
Judith Sanchez – City of Passaic  
David Harris – CRC  
Scott Readlinger – HUB  
Nancy Fowlks – Inservco  
Patti Fahy – Acrisure/Reliance  
Frank Kelly – BGIA  
Rob Smith – NIP  
Conrad Cyriax – NIP  
John Shandarian – Teaneck  
Dean Kazinci – Teaneck  
Jonathan Hall – NIP  
Paul Anzano – PQA