

**PUBLIC ENTITY JOINT INSURANCE FUND**  
**MEETING MINUTES**  
**February 26<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 10:09AM.**

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW COMMISSIONER**

Judith Sanchez – Alternate Commissioner - City of Passaic

**ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic  
Naiima Fauntleroy - City of East Orange  
Chris Hartwyk - City of Orange  
City of Perth Amboy – ABSENT  
Ron West - City of Plainfield  
Eric Walker – Borough of Roselle  
Dean Kazinci – Township of Teaneck  
Town of West New York - ABSENT

**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. Fautleroy nominated Commr. Fernandez for Chairperson, with the nomination seconded by Commr. West. No further nominations proposed.
- Commr. Fernandez nominated Commr. Fautleroy for Secretary, with the nomination seconded by Commr. Kazinci. 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. Fauntleroy

- Swearing in of Executive Committee by Fund Attorney.  
**Absent from Swearing in: Town of West New York; City of Perth Amboy**

**Executive Committee now consists of:**

Ricardo Fernandez – City of Passaic, Chairperson  
Dean Kazinci – Township of Teaneck  
Naiima Fauntleroy – City of East Orange, Secretary  
Eric Walker – Borough of Roselle, Alternate  
Frederick Carr - City of Perth Amboy  
Ron West - City of Plainfield  
Kelly Schweitzer – Town of West New York  
Chris Hartwyk – City of Orange

**SWEARING IN OF NEW COMMISSIONER**

Kelly Schweitzer – Commissioner – Town of West New York  
Olga Pradeep – Alternate Commissioner – Town of West New York

**APPROVAL OF MINUTES OF February 8<sup>th</sup> and January 22<sup>nd</sup>, 2019 Meeting**

**MOTION:** Commr. West  
**SECOND:** Commr. Kazinci  
**ABSTAIN:** Commr. Fernandez; Fauntleroy; Schweitzer

**VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic, Chairperson  
Dean Kazinci – Township of Teaneck  
Naiima Fauntleroy – City of East Orange, Secretary  
Eric Walker – Borough of Roselle, Alternate  
Frederick Carr - City of Perth Amboy  
Ron West - City of Plainfield  
Kelly Schweitzer – Town of West New York  
Chris Hartwyk – City of Orange

**ADOPTION OF RESOLUTIONS**

Chairman Fernandez asked that Resolutions 05-19 through 11-19 be approved collectively.

- Resolution 04-19 – Certifying the Election of Chairperson and Secretary\*

**MOTION:** Commr. Fauntleroy  
**SECOND:** Commr. West

- Resolution 05-19 – Certifying the Election of Executive Committee\*
- Resolution 06-19 – Establishing Public Meeting Procedures\*
- Resolution 07-19 – Establishing Fiscal Management Plan\*

- Resolution 08-19 – Establishing Fund Records Program\*
- Resolution 09-19 – Establishing 2019 Plan of Risk Management\*
- Resolution 10-19 – Approving Fund Service Providers\*
- Resolution 11-19 – Approving Appointed Counsel for 2019\*

**MOTION:** Commr. Kazinci

**SECOND:** Commr. Horsley-Fauntleroy

- Resolution 12-19 – Approving Certain Disbursements – \$2,282,685.71
- Resolution 13-19 – Approving Claims Payments - \$922,290.31

**MOTION:** Commr. Horsley-Fauntleroy

**SECOND:** Commr. Kazinci

Ricardo Fernandez – City of Passaic, Chairperson  
Dean Kazinci – Township of Teaneck  
Naiima Horsley-Fauntleroy – City of East Orange, Secretary  
Eric Walker – Borough of Roselle, Alternate  
Frederick Carr - City of Perth Amboy  
Ron West - City of Plainfield  
Kelly Schweitzer – Town of West New York  
Chris Hartwyk – City of Orange

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

- **2018 Year End Actuarial Report Status** - Mr. Hall reported that the data for the reserve study has been sent to the Fund Actuary, and the Actuary is hard at work on the first draft report. As soon as the report is finalized, the Administrator's office will update the FastTrack reports and will distribute to all Commissioners. There were no questions from the Commissioners.
- **Contact Updates** - Mr. Hall reminded the members to please provide any contact updates to the Administrator's office as soon as practicable.

#### **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)**

- **BGIA Presentation** –BGIA presented an update on the 2019 renewal including details of the coverages. The presentation is available upon request.
- **Renewal/Website Announcement** - We are continually trying to improve the renewal process and the website experience. We are currently looking to incorporate any suggestions or improvements. Please contact the underwriting department to discuss any ideas or thoughts.

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

- **Wellness Updates** - The CPR/AED challenge is complete on 2/28/19. Final results will be shared with all members in March, with awards being presented at the March Meeting. Approximately 20-member municipalities participated between the two JIF's, with over 650 employees receiving training. The next Wellness Challenge will be Walk to Win 3, which will likely include a technology component, such as reporting Fitbit or smart phone app totals.
- **In2vate Update** - Risk control personnel will be following up with members who have not provided their employees lists for upload into the system. Approximately a 1/3 of all members have provided lists already. The goal is to have all members provide lists so both live and on-line training can be tracked.
- **Police Roundtable** - The Best Practices in Managing Use of Force Events Seminar will be held on February 28, 2019 10:00 AM, at the Hamilton Stage at Union County Performing Arts Center. The agenda includes: An Effective Response to Use of Force Concerns from one our Agencies and Early Warning System- What will it tell Us?, presented by Director Sam DeMaio, Bloomfield Police Department, and What are the challenges of Defending Use of Force Claims? presented by Alan Baratz Esq. The Weiner Group. Approximately 100 attendees are already registered for the event.
- **WWF Training Dates** - WWF training dates will be announced in the upcoming weeks. Connell Consulting OPRA for Practitioner classes have been set for April 9,16, and 25. The PEJIF will support the training so the standard \$119 fee will be reduced to \$50 per person for PEMJIF members. An announcement will be sent out the first week of March.
- **PEOSH Compliance – Top 10 List** - A bulletin will be shared with members outlining the top PEOSH violations in 2018. Risk control discussed NJSA 34:6A-33(a) Overhead Doors/No Vehicle Lift Inspection with 18 citations, 1904.29(a) Failure to maintain NJOSH 300 with 15 citations, 1910.176(b)Unsafe/unstable storage with 6 citations, 1910.157(e)(2) Fire extinguishers not inspected with 5 citations, 1910.132(d)(2) No PPE Hazard assessment with 5 citations, 1910.145 No safety instruction sign with 5 citations, 1910.147(c)(6)(1) No periodic inspection LOTO with 5 citations, 1910.303(f)(2) Circuit breakers not labeled with 5 citations.
- **Hearing Conservation** - As part of the PEOSH compliance discussion, risk control reminded all members that a hearing conservation program is designed to protect workers with significant occupational noise exposures from suffering material hearing impairment by engineering and administrative controls and PPE. Monitoring, audiometric testing, hearing protection, and training was discussed as part of the program to be considered.

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

- **Monthly Claims Department Key Performance Indicators for January 2019** - 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.
- **Discussion of Spring Claims Seminar** - Plans for a spring EPL claims seminar were also discussed.

**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 11:12am 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  
Jack Zisa – RMC  
Abby Levenson – City of Plainfield  
Patti Fahy – Acrisure  
Richard Crooks – CRC  
Amy Zeiders – Inservco  
George Crosby – BGIA  
Larry Graham – Fairview  
Kathleen Guze – D & H  
Olga Pradeep – Town of West New York  
Judith Sanchez – City of Passaic  
Brian Erlandsen – BGIA  
Rob Smith – NIP  
Jonathan Hall – NIP  
Carlos Sanchez – City of Plainfield  
Patrick DeBlasio – Treasurer  
Mike O’Connell – PQA