

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

April 16th, 2019

NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:06AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of Passaic – Rick Fernandez
City of East Orange – *ABSENT*
Chris Hartwyk - City of Orange
Frederick Carr – City of Perth Amboy
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Town of West New York– *ABSENT*

APPROVAL OF MINUTES OF March 26th, 2019 Meeting

MOTION: Commr. West
SECOND: Commr. Layne
ABSTAIN: Commr.

VOTE: ROLL CALL

City of Passaic – Rick Fernandez
City of East Orange – *ABSENT*
Chris Hartwyk - City of Orange
Frederick Carr – City of Perth Amboy
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Town of West New York– *ABSENT*

ADOPTION OF RESOLUTIONS

- Resolution 16-19 – Approving Certain Disbursements – **\$61,500.22**
- Resolution 17-19 – Approving Claims Payments – **\$724,714.08**

MOTION: Commr. West

SECOND: Commr. Layne

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Fast Track Report** – Mr. Hall reported that the March FastTrack report will be sent via e-mail to all Commissioners, Alternate Commissioners, and Risk Managers as soon as it is finalized, due to the early April Fund Meeting.
- **Financial Disclosure Reports Annual Filing** – Financial Disclosure Reports are due to the DCA by April 30. Any persons who were appointed as Commissioners or Alternate Commissioners at any point in 2018 will be required to file reports. Failure to file by the deadline may result in fines imposed by the State.

TREASURER’S REPORT (Patrick 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 (Robert Smith)

- **COPE Data Project Follow Up** - Any missing COPE data as was sent out to all risk managers is now past due, please update the member portal with this data.
- **APD Emergency Vehicle Self Audit** – As per the APD issues discussed, we are doing an APD emergency vehicle self-audit to update the true cost of the emergency vehicle fleets. Please note, anything attached to the car, plate scanners, computers, lights, etc. are considered part of the vehicle and the value should reflect this. An email will be going out next week to all risk managers with all scheduled emergency vehicles. We ask that the risk managers and municipalities examine what they have scheduled and update the values on the member portal.

SAFETY REPORT (Keith Skeba)

- **Safety Incentive Program Awards** – Keith Skeba named the winners for the SIP awards and the qualifications.
- **Distracted Driving Awareness Month** – Keith Skeba discussed vehicular accidents continue to increase across the county. Many of the accidents transpire throughout the course of the work day. HE also discussed the many training programs the JIF provides.
- **Walk to Win 3 Wellness Challenge** – Keith informed all on the Walk to Win Challenge which begins April 22 through June 7th, 2019 and encouraged participation from members.
- **Cyber Discussion with Harbor Technology – Mark Marculeck of Harbor Technology** – Discussed on how employees are the weak link in your IT Security. Social engineering is the number one security threat to any organization. The alarming growth in sophisticated cyberattacks makes this problem only worse, as cybercriminals go for the

low-hanging fruit: employees. Numerous reports and white papers show organizations are exposed to massive increases in the number of cyberattacks over the past five years. Harbor Technologies training program is being offered to PEJIF to combat these threats.

CLAIMS REPORT (Conrad Cyriax, Robert Persico & James Renner)

- **Monthly Claims Department Key Performance Indicators for March 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.
- **Reminder of the May 15 Spring Claims Seminar on an EPL Topic** - The plans for a spring EPL claims seminar were also discussed.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:03am and West 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
Frank Kelly – BGIA
Rob Smith – NIP
Jonathan Hall – NIP
Keith Skeba – NIP
Jack Zisa – RMC
Michael Griffith – NIP
Nancy Fowlkes – Inservco

Patti Fahy – Acrisure
Ken Child – PMA
George Crosby – BGIA
Allyson Cronk – FMCO
Kathleen Guze – D & H
Brian Erlandsen - BGIA
Monette Galello – CRC
Patrick DeBlasio – Treasurer
Danielle Voda – Fairview
Eric Walker – Roselle
Michael O’Connell – PQA
Mike Marculeck – Harbor Technologies