

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
September 24th, 2019
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:09AM.

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 – Naiima Fauntleroy
City of Orange – ABSENT
City of Perth Amboy – ABSENT
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Township of Teaneck – Dean Kazinci
Town of West New York – Luis Baez – (Late)

APPROVAL OF MINUTES OF July 23rd, 2019 Meeting

MOTION: Commr. West
SECOND: Commr. Fauntleroy
ABSTAIN: Baez

City of Passaic – Rick Fernandez
City of East Orange – Naiima Fauntleroy
City of Orange – ABSENT
City of Perth Amboy – ABSENT
City of Plainfield – Ron West
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ADOPTION OF RESOLUTIONS

- **Resolution 24-19 – Approving Certain Disbursements – \$348,441.53**
- **Resolution 25-19 – Approving Claims Payments – \$1,507,958.33**

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

EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)

- **Mid-Year Actuarial Study** - Mr. Hall discussed the results of the draft Mid-Year Reserve Study. Mr. Hall noted improvements in the Fund's net position, due to reserve takedowns in favorable claims outcomes. The Study will be finalized later this week.
- **Fast Track** – The Fast Track Reports for June, July, and August 2019 will be distributed as soon as the Study is finalized.
- **2020 Request for Proposals** – Mr. Hall noted that the Fund will be going out for RFP for the following roles: Fund Actuary, Fund Auditor, Fund Attorney (note: this is not Defense Panel), Government Affairs Consultant, Investment Advisor, Fund Treasurer, Underwriting Manager/Insurance Broker.
- **2020 Indemnity & Trust Agreements** – Mr. Hall thanked those renewing members that have already sent in their Resolutions to Rejoin and Indemnity & Trust Agreements and provided a reminder for members to please send in copies of their Resolutions and Agreements to the Administrator's office as soon as is practicable.

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)

- **2020 Renewals** – Renewals: We are past the due date for all 2020 renewal documents. Please ensure all applications are completed and submitted. This includes all ancillary and optional lines applications as well. This is also a great time to review all Quasi Municipal Entities and make sure they are scheduled with the proper documentation.

SAFETY REPORT (Anthony Ven Graitis)

- **Stewardship Reports** – Risk Control will distribute member stewardship reports during the month of October at Safety Committee Meetings and scheduled appointments.
- **PEJIF Stewardship Presentation** – Anthony reviewed the PEJIF's historical performance up to 7/31/19. Performance was broken out by line of coverage for the past 5 years. Risk control will continue to focus on returning injured employees to work on modified duty assignments, lower the frequency of automobile collisions by focusing on driver training, performing site and property inspections at all municipalities to lower the risk for property losses, and providing EPL training to reduce harassment, discrimination and retaliation claims.
- **2018 Wellness Awards** – 2018 Wellness Awards: 3 member municipalities qualified for 2018 Wellness Awards, with \$3,000 awarded. Each member was awarded \$500 for participating in the Walk to Win 3 challenge or the CPR/AED challenge. Congratulations for all member municipalities receiving awards for this year's program.

- **LMS Update** – A majority of members’ employee lists have been uploaded in the LMS. Remaining members will be providing the information shortly. The system will be receiving new online training modules, including those addressing PEOSH required training and other critical safety topics.
- **EPL-HR Municipal Law Training Seminar** – This Three Session Premier Course, Municipal HR: Managing to Avoid Risk, will be schedule in November and December, and will feature guest speakers Andree Laney and John Sarno from the Employers Association of New Jersey (EANJ). Sessions will include: Applying Equal Employment Opportunity Law and Preserving a Legal Defense, Managing Incidents of Whistleblowing and Retaliation, and How to Conduct an Internal Investigation. An announcement will be made in the upcoming weeks.
- **Snow-Plow Rodeo** – Risk Control will hold the 3rd annual Snow-Plow Rodeo, to be announced for a date in November, with possible additional locations to accommodate all member municipalities. An announcement will be made in the upcoming weeks.
- **TIMS Seminar** – A Traffic Incident Management seminar is scheduled for October 1, 2019, at NIP’s offices at 900 Route 9, Woodbridge NJ. Traffic Incident Management (TIM) consists of a planned and coordinated multi-disciplinary process to detect, respond to, and clear traffic incidents so that traffic flow may be restored as safely and quickly as possible. It is a coordinated process that involves several public and private sector partners. Typical stakeholders include federal, state, and local agencies such as Emergency Medical Services (EMS), Fire/Rescue, Law Enforcement, Medical Examiners and Coroners. The private sector consists of volunteer and contract organizations such as towing and recovery, hazardous materials responders.

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

- **EPL Seminar** – Conrad discussed plans for two (2) seminars in 2020 with the Commissioners.
- **Monthly Claims Department Key Performance Indicators for September 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.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:28am and Fautleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Anthony VenGraitis – NIP
Keith Skeba – NIP
Jack Zisa – RMC
Larry Graham – Fairview
Zach Edelman – Fairview
Michael Griffith – NIP
Patrick Mackin – PMA
Patti Fahy – Reliance/Acrisure
Brian Erlandsen – BGIA
Natasha Ortiz – East Orange
David Harris – CRC
Frank Kelly – BGIA
George Crosby- BGIA
Amy Zeiders – Inservco
Nancy Fowlks – Inservco
Abby Levenson – Plainfield
Suzanne Rajsteter – FMCO
Amy Cronk – FMCO
Judith Sanchez – Passaic
Kathleen Guze – D & H
Wayne Dietz – Skylands
Rob Smith – NIP
Conrad Cyriax – NIP
Dean Kazinci – Teaneck
Jonathan Hall – NIP
Michael O’Connell – PQA
Robert Persico – NIP