

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**July 23<sup>rd</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 10:11AM.**

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

**PLEDGE OF ALLEGIANCE**

- **SWEARING IN OF NEW COMMISSIONER**  
Solomon Steplight – Commissioner – City of East Orange

**ROLL CALL OF FUND COMMISSIONERS**

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

**APPROVAL OF MINUTES OF June 25<sup>th</sup>, 2019 Meeting**

**MOTION:** Commr. Layne  
**SECOND:** Commr. Hartwyk  
**ABSTAIN:** Carr

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

## ADOPTION OF RESOLUTIONS

- Resolution 22-19 – Approving Certain Disbursements – \$ 1,445,263.46
- Resolution 23-19 – Approving Claims Payments – \$621,823.40

**MOTION:** Commr. Steplight

**SECOND:** Commr. Hartwyk

**ABSTAIN:**

## EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Financial Fast Track Report** – Mr. Hall advised that the Fast Track Report for June will be sent to all Commissioners once the Mid-year Actuarial Study is complete.
- **Status Update for Actuarial Study** – Mr. Hall advised that all of the data as of June 30 has been sent to the actuary. We expect the first draft of the reserve study within four weeks.
- **Workers’ Compensation Legislation** - Mr. Hall provided an update on the passage of the “Thomas P. Canzanella Twenty First Century First Responders Protection Act” (P.L.2019, c.156). The Fund’s actuary is performing an analysis of this Act to determine the financial impact to the Fund and to its Excess program,

**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)

- **Members Portal** - If any member or risk manager needs any assistance with the portal, please contact underwriting. We can provide additional logins, tutorials and password recovery assistance.
- **2020 Renewals** - At this time. The 2020 renewal season is open. On the members portal all 2020 apps have been generated with the updated information. Please work with your risk managers to provide historical loss runs. We need all loss runs from 2009 to when you joined the PEJIF. Loss runs were due July 19th and apps are due August 2nd.
- **2019 Policy Update** - All policies aside from the SNCC Casualty policy are in hand and will be sent out next week. The SNCC Casualty policy is taking extra time to get completed as our coverage counsel works with SNCC to ensure the wording is correct.

## SAFETY REPORT (Anthony Ven Graitis)

- **Presentation - Teresa Reuter of STOPit Solutions** – Introducing program to members. Ms. Reuter discussed the rollout and implementation of the Stopit Solutions. The employee hotline and app will allow member employees to anonymously report employment issues, which can be properly investigated and documented by the municipality using the Stopit system.

- **Traffic Incident Update** - The traffic incident management seminar will be scheduled for September. All members are encouraged to send representatives.
- **When Words Fail** - The next WWF seminar will be scheduled in August. An announcement will be sent out with the final date and location.
- **In2Vate Update** - Approximately 80% of all member employee lists have been received and loaded into the LMS. The goal is to have all lists received and uploaded in the system by 7/31/19.
- **Driver Training** - An announcement was sent to all members regarding on line training and live, in person training offerings. Please contact a risk control consultant if you are interested.
- **Storm Preparedness** - Member municipalities should prepare now for a weather event that can occur at any time. Personnel from every critical department should participate in creating an emergency response plan. The Risk Control Department can assist upon request.

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

- **Monthly Claims Department Key Performance Indicators for June 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 11:45am and Carr 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 VenGraitis – NIP  
Michael Griffith – NIP  
Jack Zisa – RMC  
Patrick Mackin – PMA  
Brianna Biesiada – NIP  
Kelly Royce – First MCO  
Abby Lawsen – City of Plainfield  
Patti Fahy – Acrisure/Reliance  
Richard Crooks – CRC  
Frank Kelly – BGIA  
Kathleen Guze – D & H  
Rob Smith – NIP  
Conrad Cyriax – NIP  
Jonathan Hall – NIP  
Naiima Fauntleroy – East Orange  
Michael O’Connell – PQA  
Robert Persico – NIP