

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
January 28<sup>th</sup>, 2020  
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

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+++ Need Comments from JH. ++++

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:04AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

City of East Orange – Naiima Horsley  
City of Orange – ABSENT  
City of Passaic – Judith Sanchez  
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 – ABSENT

**APPROVAL OF MINUTES OF December 17<sup>th</sup>, 2019 Meeting**

**MOTION:** Commr. West  
**SECOND:** Commr. Kazinci  
**ABSTAIN:**

City of East Orange – Naiima Horsley  
City of Orange – ABSENT  
City of Passaic – Judith Sanchez  
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 – ABSENT

## **ADJOURN MEETING SINE DIE**

Secretary Horsley 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. Horsley nominated Commr. Fernandez (even though absent from meeting) for Chairperson, with the nomination seconded by Commr. West No further nominations received.
- Commr. West nominated Commr. Horlsey for Secretary, with the nomination seconded by Comm. Ruggiero. No further nominations received.

### **ELECTION OF EXECUTIVE COMMITTEE**

**Executive Director Hall nominated the 2019 Executive Committee members to serve on the Executive Committee for 2020 with the nomination seconded by West**

- Swearing in of Secretary and Executive Committee by Fund Attorney. Chairperson Fernandez will be sworn in at February 25th meeting. Absent from swearing in: City of East Orange; City of Perth Amboy and Town of West New York
- **Executive Committee for 2020 consists of:**
  - City of East Orange – Naiima Horsley
  - City of Orange – Chris Hartwyk
  - City of Passaic – Judith Sanchez
  - City of Perth Amboy – Frederick Carr
  - City of Plainfield – Ron West
  - Borough of Roselle – Jack Layne
  - Township of Teaneck – Dean Kazinci
  - Town of West New York – Jonathan Castaneda

**MOTION: Commr. Layne**

**SECOND: Commr. West**

**VOTE: Unanimous**

## **MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

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

#### **ADOPTION OF RESOLUTIONS**

- **Resolution 01-20** – Certifying the Election of Chairperson and Secretary\*
- **Resolution 02-20** – Certifying the Election of Executive Committee\*
- **Resolution 03-20** – Establishing Meeting Procedures\*
- **Resolution 04-20** – Establishing Fiscal Management Plan\*
- **Resolution 05-20** – Establishing Fund Records Program\*
- **Resolution 06-20** – Establishing 2020 Plan of Risk Management\*

- **Resolution 07-20** – Approving 2020 Fund Service Providers\*
- **Resolution 08-20** – Appointing 2020 Approved Counsel\*

**MOTION:** Commr. Kazinci

**SECOND:** Commr. West

**ABSTAIN:**

City of East Orange – Naiima Horsley

City of Orange – ABSENT

City of Passaic – Judith Sanchez

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 – ABSENT

- **Resolution 09-20** – Approving Final 2020 Fund Budget

**MOTION:** Commr. Layne

**SECOND:** Commr. West

**ABSTAIN:**

City of East Orange – Naiima Horsley

City of Orange – ABSENT

City of Passaic – Judith Sanchez

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 – ABSENT

- **Resolution 10-20** – Approving Certain Disbursements \$2,348,784.14
- **Resolution 11-20** – Approving Claims Payments \$1,505,269.76

**MOTION:** Commr. Layne

**SECOND:** Commr. West

**ABSTAIN:**

City of East Orange – Naiima Horsley

City of Orange – ABSENT

City of Passaic – Judith Sanchez

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 – ABSENT

## **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**

- **2019 Review and 2020 Goals** – Mr. Hall discussed the positive trends in regard to fleet safety, occupational safety/workers' compensation and employment practices. For 2020, the Fund will continue its focus on fleet safety, occupational safety and employment practices, with added emphasis in expanding on-line training resources.
- **Financial Fast Track Report Status – YE 2019** – Mr. Hall shared that the Actuarial Reserve Study as of December 31, 2019 is underway. Once the report is finalized, the Fund will release the updated Financial Fast Track Reports to the Fund Commissioners.

## **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)**

- **Renewal Summaries** - These are currently being worked on and will be sent out all members within the next 2 weeks.
- **Policy Updates** - We have switched our property carrier to the APIP program. This has increased our coverages in areas such as Flood Zone coverage expansion. BGIA will be presenting highlights of these changes at the next commissioners meeting. All reporting remains the same.
- **Renewal of Certificates** - All renewal certificates submitted to BGIA have been issued. If any are missing or if there are any questions about this, please contact myself or the certificate issuance mailbox.

## **SAFETY REPORT (Anthony Ven Graitis)**

- **Wellness Challenge Results and Announcements** - The Learn to be Well challenge resulted in 25 municipalities, 2 non-municipalities, over 350 employees and over 2,400 articles being read in the 6-week challenge. The City of Passaic came in first place with 316 articles read and is awarded the \$500 top prize. Township of Teaneck came in second place with 50 articles read and will receive a \$300 prize. The City of Plainfield came in third place with 35 articles read and is awarded a \$200 prize. All prizes will be given to the municipality's wellness committee to use towards other wellness or safety related expenditures or events. In addition, \$2,500 of awards will be provided to employees who were randomly drawn, ranging from \$10 to \$100 gift cards. The next wellness challenge will be announced for a start in the early Spring.
- **Online Driver Initiative** - The frequency and severity of losses in 2019 are down from 2018, partially a result of member efforts to focus on safe driving and assigning online training to employees. Over 12 courses are available and additional driver training courses will be made available in 2020. As always, live training including distracted driving, CEVO and Defensive Driving training can be scheduled for employees.

- **LMS Seminar Postings** - All seminars hosted by the PEJIF will be recorded and posted on the LMS. These will supplement a library of resources including over a hundred OSHA videos that members can review as needed. We will continue to separate seminars into relevant topics, labeling the videos accordingly in the system to ease the retrieval and review at later times.
- **New Jersey Domestic Violence Policy** - The purpose of the State of New Jersey Domestic Violence Policy for Public Employers is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees. The PEJIF will distribute a policy issued by the Civil Service Commission which complies with N.J.S.A. 11A:2-6a. Training is available online in the Civil Service Commission LMS, through in person training available through Rutgers, and PEJIF risk control is investigating if online training through the Civil Service Commission could be hosted on our LMS.
- **WWF Update** - Risk Control will be hosting 6-9 sessions of When Words Fail police very de-escalation, physical restraint training, this year. Please reach out to risk control if your municipality would like to host a training session. Your police department will have first access to the training if hosted. The only requirement for hosting the training is having a room large enough for 25 participants, a classroom setting, and room for physical restraint training with wrestling mats made available. A school gymnasium, PAL center, or Recreation Center make perfect hosting facilities.
- **Seminars/Roundtables Announcement** - A police roundtable on Mental Health Awareness for Emergency Responders is being scheduled for early Spring. Dates for the event will be provided once the venue and speakers are confirmed.
- **Slips, Trips and Falls** - Slips, trips and falls remain a leading driver for loss frequency and severity for the JIF. Bulletins will be reissued to raise awareness of the risk for incidents, especially in winter months with ice and snow creating hazards. Municipalities should be proactive with maintaining and treating parking lots and walkways, maintaining logs of when work was done. In addition, regular inspection and replacement of mats at all doorways should be done. As ice, water and snow is tracked in, floor mats will quickly become saturated with water, contributing to a slip and fall hazard. Regular inspection, and replacement, of mats will help mitigate this risk. Regular inspection of stairwell treads changes of elevation warning signs and/or colored paint/tape, the condition of textured paint at critical stepping areas, and the condition of outside steps, will help reduce risk over all seasons. Your risk control consultant is available to perform a site inspection and provide recommendations to your staff.
- **Coronavirus** - An announcement by the CDC on 1/26/20 was distributed to all members, which included details pertaining to the Coronavirus and what to do if you become sick from the virus. Although the virus is not yet dramatically affecting the US, it is anticipated that a breakout will occur. Normal safety practices should be followed,

- including washing your hands with soap and water for at least 30 seconds before eating or touching your mouth, eyes, or nose. Also, contact with other people and objects should be followed by hand washing. People who are sick should stay out of the public or workplace. Any use of tissues should be immediately disposed of, followed by hand washing.
- **RTK surveys** - Risk control is reminding all members that RTK electronic surveys must be completed by July. Members should update inventories of chemicals now to ensure to issue with completing the survey.
  - **PEOSH 300A Summary** - Risk control is reminding all members that 300A summaries must be posted between 2/1 and through April 30. The summary is not the log, but rather summarizes all losses in aggregate that occurred during the year. The 300A must be posted at each building. Your TPA or risk control consultant can assist in your efforts. Note that PEOSH is inspecting to confirm the summaries are posted and can issue a fine for noncompliance.

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

- **Monthly Claims Department Key Performance Indicators for December 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.
- **FLSA Seminar & Upcoming WC Seminars** – Robert Persico discussed plans for two (2) seminars in 2020 with the Commissioners.

### **NEW BUSINESS**

### **OPEN FORUM**

### **MOTION TO ADJOURN**

Executive Director Hall made a motion to adjourn the meeting at 11:05am and West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Jonathan Hall

**ALSO, PRESENT:**

Madeline Delgado – NIP  
Anthony VenGraitis – NIP  
Patty Fahy – Reliance  
David Harris – CRC  
Nancy Foulks – Inservco  
George Crosby – BGIA  
Frank Kelly – BGIA  
Jack Zisa – Scirocco  
Spiro Molfetas – Scirocco  
Larry Graham – Fairview  
Kathleen Guze – D & H  
Rob Smith – NIP  
Conrad Cyriax – NIP  
David Springer – NIP  
Suzanne Rajsteter – First MCO  
Jonathan Hall – NIP  
Stephen Daveggia – NIP  
James Renner – NIP  
Robert Persico – NIP