

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
December 17th, 2019
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

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

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 Horsley (Late)
City of Orange – ABSENT
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 (Late)

APPROVAL OF MINUTES OF November 14th, 2019 Meeting

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

City of Passaic – Rick Fernandez
City of East Orange – Naiima Horsley (Late)
City of Orange – ABSENT
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 (Late)

ADOPTION OF RESOLUTIONS

- **Resolution 30-19 – Approving Certain Disbursements** – \$121,410.20
- **Resolution 31-19 – Approving Claims Payments** – \$1,092,601.90

MOTION: Commr. West

SECOND: Commr. Layne

ABSTAIN:

- Commissioner Jonathan Castaneda and Secretary Naiima Horsley had arrived late and did not participate in above votes.

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **2020 PEJIF Budget** – Mr. Hall presented the 2020 Draft Budget as of 12/17/2019. The final budget will be presented in advance of the reorganization meeting.
- **Fast Track Report** – Mr. Hall reported on the Fast Track Report as of October 31. The November Fast Track will be distributed as soon as it is finalized.
- **RFP’s for 2020** – Mr Hall presented the results of the RFPs for 2020. A resolution approving fund professional will be on the agenda for the re-organization meeting.
- **2020 Meeting Dates** – Mr. Hall advised that the 2020 Meeting Dates schedule has been posted on the PEJIF website. Please review the schedule and advise of any questions and concerns prior to the re-organization meeting, at which time it will be adopted.

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)

- **Last Call for 2020 Requirements** - This is the final call for all outstanding applications. All outside placements require new app every year and failure to provide could lead to a lapse in coverage.
- **Certificates of Insurance** – BGIA has sent a list of all certs to all risk managers. Please review and send back in ASAP so that they may issue them.
- **Auto ID Cards** – All Auto ID cards have been sent to the municipalities. Please consult Maddie or I should you have any issues or questions.

SAFETY REPORT (Anthony Ven Graitis)

- **Mental Health Awareness Presentation (UBHC) -)** Dr Denise Williams of the Rutgers United Behavioral Health Care (UBHC) discussed mental health awareness as it pertains to municipal employees and dealing with residents. Ways to ensure sound mental health

include getting enough exercise, sleep, eating healthy, not drinking too much, eliminating recreational drug use, and visiting the doctors regularly. Dr. Williams discussed how stress is real and stressors can build up and place someone in jeopardy. UBHC will be part of the 2020 training to teach emergency responders how to detect people who are stressed and de-escalate or take the necessary steps to ensure everyone's safety.

- **Snowplow Rodeo Awards** - Awards were given out to the follow drivers for performing exceptionally at the Snow-Plow Rodeo on November 4, 2019. The following drivers placed highest of all PEJIF drivers participating in the events: Tulchand Dhanwa from the City of Orange in 1st place in the CDL category, Sean Bayne from the Township of Teaneck in 2nd place in the CDL category, and Yannis Barkley from the City of Passaic in 3rd place in the CDL category. Fred Corbitt from the City of Passaic in 1st place for the Pickup category. Great job to all of the drivers.
- **Wellness Update – “Learn to Be Well”** - The Learn to be Well is a 6-week challenge that ends on January 16. Every Tuesday and Thursday a wellness article is posted and employees who login the LMS and read the article receive credit for the challenge. After two weeks, the standings are: 122 articles read by Morris Township, 107 articles read by the City of Passaic, 99 articles read by the Township of Montclair Township, 81 articles read by the Township of Monroe and 46 articles read by the city of Rahway. 21 municipalities and 2 vendors are participating in the event.
- **HR Municipal Law Seminar** - The seminar was held with one session on 12/10 and two sessions on 12/16. Critical topics included “Applying Equal Employment Opportunity Law and Preserving a Legal Defense”, “Managing incidents of Whistleblowing and Retaliation” and “How to Conduct an Internal Investigation”. John Sarno and Andree Laney presented on the topics. Over 30 employee representatives attended the seminars. Videos of each session will be posted on the LMS for viewing by all members.
- **Holiday Hazards** - Keith discussed common holiday hazards including Christmas trees, decorating, lights and dangers facing pets and children. Recommendations included removing Christmas trees when they become to dry (needles fall off), avoid candles in any decorations, don't use extension cords for electricity to decorations, watch for frayed light cords, avoid colorful ornaments or tinsel at ground levels where children may play and watch for poisonous plants including Poinsettias. Wishing everyone a safe and happy holiday season.

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

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

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:01am and West 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
Judith Sanchez – Passaic
Jack Zisa – RMC
Ken Child – PMA
Anthony J. Aquilino – PMA
Pattu Fahy – Reliance
David Harris – CRC
Amy Zeiders – InServco
George Crosby – BGIA
Larry Graham – Fairview
Rob Smith – NIP
Conrad Cyriax – NIP
David Springer – NIP
Jonathan Hall – NIP
Wayne Clarke – Plainfield
Robert Persico – NIP