

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

January 26th, 2021

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

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

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONERS

Edward A. Remsen – City of Perth Amboy (Commissioner)
Kelly Schweitzer – Town of West New York (Alternate Commissioner)
Abby Levenson – City of Plainfield (Alternate Commissioner)

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – ABSENT
City of Orange – Chris Hartwyk
City of Passaic – Judith Sanchez
City of Perth Amboy – Edward Remsen
City of Plainfield – Ron West
Borough of Roselle – ABSENT
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

APPROVAL OF 12/15/2020 MEETING MINUTES

MOTION: Commr. Hartwyk
SECOND: Commr. Kazinci
ABSTAIN: Commr. Remsen

City of East Orange – ABSENT
City of Orange – Chris Hartwyk
City of Passaic – Judith Sanchez
City of Perth Amboy – Edward Remsen
City of Plainfield – Ron West
Borough of Roselle – ABSENT
Township of Teaneck – Dean Kazinci

Town of West New York – ABSENT

ADJOURN MEETING TO SINE DIE

Commr. Kazinci 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. Kazinci nominated Commr. Fernandez (absent from meeting) for Chairperson, with the nomination seconded by Commr. West No further nominations received.
- Commr. Kazinci nominated Commr. Horlsey for Secretary, (absent from meeting) with the nomination seconded by Comm. West No further nominations received.
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ELECTION OF EXECUTIVE COMMITTEE

Executive Director Hall nominated the 2020 Executive Committee members to serve on the Executive Committee for 2021 with the nomination seconded by Kazinci

- Swearing in of Secretary and Executive Committee by Fund Attorney. Chairperson Fernandez will be sworn in on February 23rd meeting. Absent from swearing in: City of East Orange and Borough of Roselle
- **Executive Committee for 2021 consists of:**

- City of Passaic – Ricardo Fernandez (Chairman)
- City of East Orange – Naiima Horsley-Fauntleroy (Secretary)
- City of Orange – Chris Hartwyk
- City of Perth Amboy – Edward Remsen
- City of Plainfield – Ron West
- Borough of Roselle – Pending
- Township of Teaneck – Dean Kazinci
- Town of West New York – Jonathan Castaneda

MOTION: Commr. Kazinci

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 01-21** – Certifying the Election of Chairperson and Secretary*
- **Resolution 02-21** – Certifying the Election of Executive Committee*
- **Resolution 03-21** – Establishing Meeting Procedures*
- **Resolution 04-21** – Establishing Fiscal Management Plan*

- **Resolution 05-21** – Establishing Fund Records Program*
- **Resolution 06-21** – Establishing 2021 Plan of Risk Management*
- **Resolution 07-21** – Approving 2021 Fund Service Providers*
- **Resolution 08-21** – Appointing 2021 Approved Counsel*
- **Resolution 09-21** – Approving Final 2020 Fund Budget

MOTION: Commr. Hartwyk

SECOND: Commr. West

ABSTAIN: None

City of East Orange – ABSENT

City of Orange – Chris Hartwyk

City of Passaic – Judith Sanchez

City of Perth Amboy – Edward Remsen

City of Plainfield – Ron West

Borough of Roselle – ABSENT

Township of Teaneck – Dean Kazinci

Town of West New York – ABSENT

- **Resolution 10-21** – Approving Certain Disbursements \$1,538,079.75
- **Resolution 11-21** – Approving Claims Payments \$553,754.76

MOTION: Commr. Kazinci

SECOND: Commr. West

ABSTAIN: None

City of East Orange – ABSENT

City of Orange – Chris Hartwyk

City of Passaic – Judith Sanchez

City of Perth Amboy – Edward Remsen

City of Plainfield – Ron West

Borough of Roselle – ABSENT

Township of Teaneck – Dean Kazinci

Town of West New York – ABSENT

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Year End Actuarial Analysis and Fast Track Status**
 - The Administrator’s office has transmitted the Fund’s loss data as of December 31, 2020 to the Fund Actuary.
 - The Fund Actuary is targeting a first draft by February 28, 2021.
 - Once the Actuarial Analysis is finalized, the Fund Administrator will update the Fund’s Year-End Financial Fast Track Report for distribution to the Members.
- **Risk Management Consultant Agreements**

- Please return any outstanding Risk Management Consultant Agreements to the Fund Administrator's office.
- Please note that Risk Managers cannot be paid until the Agreements have been received.
- **Treasurers Report**
 - All Bills have been paid and our cash balance is secure.
- **2021 Goals**
 - Cyber Risk Management Training, Seminars, and Best Practices Self Audits
 - Incident Investigation Procedures
 - Risk Control Remedial Training Initiative
 - Fleet Safety & Driver Training
 - Employment Practices Best Practices Training and Resources
 - PEOSH Compliance
 - Expansion of Online Training

UNDERWRITING REPORT

- **2021 Renewal Summaries/Policy Updates**
 - 2021 Renewal Summaries: The 2021 Insurance Renewal Summaries are currently being completed and will be sent out to all risk managers by Friday, January 29th.
 - BGIA 2021 Renewal Highlights and Overview: BGIA will be presenting an overview and highlights of the 2021 renewal cycle and our renewal program at the February meeting.
 - 2021 Applications: As we finalize all the programs and terms with our excess partners, please be advised that if we are still missing any applications or data, the underwriting department will be following up with risk managers. Failure to supply any of this data could result in a lapse in coverage.
- **2021 Property and Cyber Renewals**
 - 2021 Property Renewal: The Property program will be renewing in July of this year as the program runs 7/1 to 7/1. Within the next week, we will be sending focused emails on any accounts that are missing COPE data. Our excess partner, APIP, has requested we focus on filling in any gaps in our COPE data information to ensure we can receive the most cost-effective thorough indications. Failure to supply this COPE data could result in raising of Member retentions.
 - 2021 Cyber Renewal: The Cyber program also renews on 7/1. We are currently working on this program and will be reporting at subsequent meeting our findings and the structure and requirements to ensure all members have the most cost-effective and competitive program available.

RISK CONTROL REPORT

- **Cold Weather Safety**
 - Cold stress is a leading factor in injuries for employees working in cold environments. The factors that contribute to cold stress include:

- Cold air temperatures
- High velocity air movement
- Dampness of the air
- Contact with cold water or cold surfaces
- Cold Stress Prevention Tips
- **Frozen Pipes**
 - 10 Tips to Prevent Frozen Pipes

CLAIMS REPORT

- **KPI Report** – Mr. Hall shared the Claims Monthly KPI Reports as of December 31. There were no questions.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Hartwyk made a motion to adjourn the meeting at 12:15pm and Commr. West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT:

Madeline Delgado – NIP
Anthony VenGraitis – NIP
Rob Smith – NIP
Jonathan Hall – NIP
Stephen Daveggia – NIP
Robert Persico – NIP
Conrad Cyriax - NIP
Michael O’Connell – PQA
Kathleen Guze
Alyssa Hrubash
Larry Graham – Fairview
John Zisa – Scirocco

Wayne Dietz – D & H
Patti Fahy- NAIMC
Brian Erlandsen – BGIA
Kevin Larkin – BGIA
Shanell Booker – pnat
Danielle Voda – Fairview
Patrick DeBlasio – Treasurer
Kelly Schweitzer – Town of West New York
Abby Levenson – City of Plainfield