

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**May 25, 2021**

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER  
AT 10:02AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

City of East Orange – ABSENT  
City of Orange – ABSENT  
City of Passaic – R. Fernandez  
City of Perth Amboy – M Rivera  
City of Plainfield – R. West  
Borough of Roselle – ABSENT  
Township of Teaneck – Dean Kazinci  
Town of West New York – ABSENT

**+++QUORUM NOT REACHED+++**

**APPROVAL OF 4/27/2021 MEETING MINUTES**

**MOTION:** Commr.

**SECOND:** Commr.

**ABSTAIN:** Commr.

City of East Orange – ABSENT  
City of Orange – ABSENT  
City of Passaic – R. Fernandez  
City of Perth Amboy – M Rivera  
City of Plainfield – R. West  
Borough of Roselle – ABSENT  
Township of Teaneck – Dean Kazinci  
Town of West New York – ABSENT

+++QUORUM NOT REACHED+++

**ADOPTION OF RESOLUTIONS**

- **Resolution 20-21 – Approving Certain Disbursements – \$252,958.96**
- **Resolution 21-21 – Approving Claims Payments –\$1,006,768.15**

**MOTION:** Commr.

**SECOND:** Commr.

**ABSTAIN:**

City of East Orange – ABSENT  
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City of Plainfield – R. West  
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Town of West New York – ABSENT

**EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall**

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - **Financial Audit Status** – The Fund Administrator’s office is working with the Fund Auditor on the Financial Audit as of December 30, 2020. Mercadien, PC will be presenting the results of their audit at the June Fund Commissioners’ Meeting.
  - **Fast Track Updates** – Mr. Hall presented the Financial Fast Track as of March 31, 2021. There were no questions.
  - **Treasury Report** – All Bills have been paid and our cash balance is secure.
  - **NJLM 2021** – The Fund will be sending out a survey to all Member municipalities: If the Fund were to host a reception in during the NJ League of Municipalities Conference as it has done in the past, would you attend?
- **FOCUS REPORT – CYBER LIABILITY**
  - **Cyber Applications** - As has been discussed in recent PEJIF commissioners’ meetings, the PEJIF Cyber Liability Policy is coming up for renewal on 7/1. Being that this line of business is facing a hardening market and many carriers are pulling out of this coverage for municipalities, it is imperative that we have a complete submission to ensure continued coverage. All Risk Managers have been delivered an excel workbook with 3 separate applications and questionnaires. These are newly developed and differ from what members have filled out on the members portal in the past.
  - **Member Cyber Training** - At the last meeting, we announced mandatory Cyber Liability Training for all Members, rolled out on May 1. All training is available in the PEJIF Vault. As a reminder, Members must evidence completion of the Cyber training for at least 75% of its computer users and 100% of its Management staff by May 1, 2022 to be eligible for

continued coverage after July 1, 2022. We are in the process of scheduling the Cyber Webinar we announced at the last Fund meeting.

- **UNDERWRITING REPORT (Robert Smith)**
  - **Property Schedules and COPE Data** - The Property program will be renewing in July of this year as the program runs 7/1 to 7/1. 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.
  - **Sprinklers and Alarms** - The Property carrier has requested additional COPE data information. Starting during the upcoming renewal season, we will be looking for information on if locations are sprinklered and if they are alarmed, and if so, what kind of alarm. We ask that each risk manager and municipality focus on the top 10% of locations by value and input this information onto the web portal.
  - **Portal Update** - We are beginning to work on updates to the members portal. As of now we are looking at security and software upgrades, but we would like to open the discussion up to all commissioners and risk managers. Please contact the underwriting department with any suggestions, recommendations or thoughts on ways we can make the members portal more beneficial.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Special Events Planning** – Mr. Ven Graitis presented guidance on special events planning. There will be a Zoom meeting scheduled for May 27th, 10:30 am
  - **Ticks & Poison Ivy** – Mr. Ven Graitis reminded members of the dangers of ticks and poison ivy. Safety bulletins have been distributed to all member contacts.
  - **Wellness Update** – Mr. Ven Graitis provided the results of the Learn to Be Well initiative. Over 480 employees participated in training, with over 3,000 training modules completed.
  - **Property Inspections** – Inspections will be beginning in June.
  - **NJ Learn Changes: Bloodborne Pathogens and Hazard Communication Training** – This training is available in the Vault.
  - **DPW PPE/Safety** - “Launching” of rocks/debris from mowers, trimmers, etc.
  
- **CLAIMS MANAGEMENT (Conrad Cyriax)**
  - **Claims KPI Report April 2021** – Mr. Cyriax shared the Claims Monthly KPI Reports as of April 30. There were no questions.
  - **COVID-19 Executive Order Update** – On May 24, 2021, Governor Murphy signed Executive Order 242, lifting major COVID-19 restrictions. Effective Friday, May 28, following restrictions will be lifted: the indoor mask mandate in public spaces, the six-foot social distancing requirement in both indoor and outdoor spaces, the prohibition on dance floors at bars and restaurants, and the prohibition on ordering and eating/drinking while standing at bars and restaurants. Effective Friday, June 4, indoor gathering and capacity limits will be lifted.

**MEMBER UPDATES**

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commr. Kazinci made a motion to adjourn the meeting at 10:48am and Commr. Remsen seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Jonathan Hall

**ALSO, PRESENT:**

M. Delgado – NIP  
A. Ven Gratis – NIP  
R. Smith – NIP  
J. Hall – NIP  
S. Daveggia – NIP  
R. Persico – NIP  
C. Cyriax – NIP  
J. Brown – NIP  
P. DeBlasio – Treasurer  
M. O’Connell – PQA  
K. Guze – Risk Solutions  
A. Hrubash – 1st MCO  
E. Velazquez – Passaic  
J. Zisa – Scirocco  
P. Fahy – NAIMC  
B. Erlandsen – BGIA  
P. Archangeli – NIP  
K. Skeba – NIP  
A. Zeiders – PNAT