

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**April 27, 2021**

**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 10:04AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

N. Horsley - City of East Orange – Present  
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 – K. Schweitzer

**APPROVAL OF 3/24/2021 MEETING MINUTES**

**MOTION:** Commr. West  
**SECOND:** Commr. Kazinci  
**ABSTAIN:** Commr. None

N. Horsley - City of East Orange – Present  
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  
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## ADOPTION OF RESOLUTIONS

- **Resolution 17-21** – Approving Certain Disbursements – **\$93,825.80**
- **Resolution 18-21** – Approving Claims Payments – **\$867,094.89**
- **Resolution 19-21** – Appointing Approved Counsel – Hunt Hamlin and Ridley – for Borough of Roselle

**MOTION:** Commr. West

**SECOND:** Commr. Kazinci

**ABSTAIN:** None

N. Horsley - City of East Orange – Present  
City of Orange – ABSENT  
City of Passaic – R. Fernandez  
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## EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
  - **Fast Track Reports Status** - The Fund Administrator's office is updating the Fund's Year-End Financial Fast Track Reports for December, January, February, March and April for distribution to the Members in advance of the May Meeting of the Fund Commissioners.
  - **2020 Financial Audit Update** - The Fund Administrator's office is working with Mercaden, PC on the Financial Audit as of December 30, 2020. We estimate the work will be done in advance of the May Meeting of the Fund Commissioners.
  - **Treasury Report** - All Bills have been paid and our cash balance is secure.
- **FOCUS REPORT – CYBER LIABILITY**
  - **2021 Cyber Renewal 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.
  - **Cyber Risk Mitigation Plan** - With the recent increase in cyber attacks and cyber liability claims, the PEJIF is moving to immediately address this crisis. Effective 5/1, there will be new policies and procedures in place to ensure all municipalities have the proper tools in place to protect themselves and other members within the fund and to ensure continued coverage for Cyber Liability. These new protocols will be an ongoing process with Phase 1 launching as of 5/1, and subsequent phases being rolled out throughout the year.

- **Cyber Claims Seminar** – A complimentary webinar presented by Beazley Breach Response claims team is being scheduled for late May to early June. We encourage all members to attend.
  
- **UNDERWRITING REPORT (Robert Smith)**
  - **Property Renewal 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 indications.
  - **Sprinklers & 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. There are input areas already for this information when editing locations, and we are working to bring these inputs onto the main property page as well.
  - **Member Website 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)**
  - **Distracted Driving Driver Awareness** - April is Distracted Driving Driver Awareness Month. Assign the 30 min online distracted driving training module and it may save a life!
  - **Playground Inspection Seminar** - Review of the New Jersey safety requirements for playgrounds in preparation for the 2021 season. Zoom meeting scheduled for April 29th, 10:30 am
  - **Property Inspection** - Risk consultants will be scheduling inspections starting in May. Inspections will take place at high valued buildings or ones with unique exposure. Inspections will focus on Fire, Police, DPW and Administration buildings. Updates will be provided to commissioners at future Fund meetings.
  - **Wellness Update** - Challenge began April 1st and will end May 13<sup>th</sup>. Mr. Ven Graitis shared the standings as of 4/23/21.
  
- **CLAIMS MANAGEMENT (Conrad Cyriax)**
  - **Claims KPI Report March 2021** - Mr. Cyriax shared the Claims Monthly KPI Reports as of March 31. There were no questions.
  - **COVID Claims** - Mr. Persico provided a one-year reflection and shared the status of COVID claims, received in 2020 and 2021.
  - **Staffing Updates** - Mr. Cyriax shared staffing updates and enhancements within the NIP Management Services team. There were no questions.

**MEMBER UPDATES**

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commr. Schweitzer made a motion to adjourn the meeting at 10:56am and Commr. Kazinci 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 Graitis – NIP  
R. Smith – NIP  
J. Hall – NIP  
S. Daveggia – NIP  
R. Persico – NIP  
C. Cyriax – NIP  
J. Brown – NIP  
A. Hrubash – 1<sup>st</sup> MCO  
P. DeBlasio – Treasurer  
E. Velazquez – Passaic  
M. Galello – CRC  
J. Zisa – Scirocco  
B. Erlandsen – BGIA  
P. Fahy – NAIMC  
S. Molfeta – Scirocco  
D. Voda – Fairview  
M. O’Connell – PQA  
S. Booker – PNAT