

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
September 21, 2021
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:03AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

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

APPROVAL OF 7/27/2021 MEETING MINUTES

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

ADOPTION OF RESOLUTIONS 7/27/2021 – QURUM Not reached

- **Resolution 26-21 – Approving Certain Disbursements – \$423,417.99**
- **Resolution 27-21 – Approving Claims Payments –\$2,030,736.39**

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

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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

○ EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Status Report Mid-Year Actuarial Study** - The work on the Mid-Year Actuarial Reserve Study has been delayed due to the untimely passing of the Fund Actuary, Mujtaba Dato. We have received the first draft reserve study and are reviewing it for finalization in upcoming weeks.
- **Status Report Fast Track** - Per our normal practice, updated Fast Track Reports will be distributed once the Mid-Year Actuarial Reserve Study has been finalized.
- **Treasury Report** – Mr. Hall shared the Treasurer’s Report. All Bills have been paid and our cash balance is secure.
- **New Jersey League of Municipalities – Hard Rock Cafe Reception** - Save the Date: Tuesday, November 16, 5:00 – 7:00 pm.
- **Upcoming 2022 Request for Proposals** - The Public Entity Joint Insurance Fund seeks to engage firms to fill the following positions for the 2022 Fund Year:
 - Fund Actuary
 - Fund Auditor
 - Employment Assistance Program (EAP)
 - Fund Attorney
 - Investment Advisor
 - Governmental Affairs Consultant
 - Fund Treasurer

These contracts will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. Copies of the specifications may be obtained from the Fund office at 900 Route 9 North, Ste. 503, Woodbridge, NJ 07095, and Telephone 732-362-9980 x7355. Proposals must be submitted by 10AM on October 19th, 2021.

○ UNDERWRITING REPORT (Robert Smith)

- **2022 Renewal Update** - The 2022 renewal process has begun, and both deadlines have now passed. We are asking all risk managers review and update of current underwriting data with their client municipalities at this time. Risk managers must update and return all outstanding loss runs to the Administrator's office by September 10th, 2021. All schedules must be updated, signed and returned to the Administrator’s office by September 10th, 2021.
- **Quasi-Municipal Entities** - Risk managers and municipalities are to identify any Quasi Municipal Entities and any exposures (property, vehicles, equipment etc.) related to said entities.
- **Exposure Schedules** - In light of the recent claim activity due to the storms, we are asking all members and risk managers to take some extra time to ensure the schedules we have on file for locations and auto are up to date. We ask that all new locations please be added in a timely matter to ensure all proper coverages are in place. Additionally, we ask that all

vehicles are added when acquired and any vehicles no longer covered be removed from the schedules.

- **Website Re-design** - We are currently working with our IT vendor on developing an updated member portal. We have started early testing and are impressed with the new look and functionality of the site. At this time, we are continuing testing and will be open to have some risk managers try out the site for feedback.

○ **RISK CONTROL REPORT (Anthony Ven Graitis)**

- **National Preparedness Month and Seminar** - September is National Preparedness Month, and the recent storms impacting New Jersey certainly reinforce the need to be prepared for all types of weather. The 20th anniversary of the 911 attacks also reminds us that unfortunately, weather is not the only risk we need to consider as we work our way through the ongoing COVID Pandemic. This seminar will review some of the lessons learned from the flooding, severe winds, and power outages caused by Henri and Ida. We will review best practices to mitigate the impacts of these incidents and discuss how your organization can be better prepared for future events.
- **Cyber Training Update** – Mr. Ven Graitis reported that 136 PEJIF-insured employees have completed Cyber Awareness training. As a reminder, all municipal employees must complete Cyber Awareness training by May 1, 2022 in order for the member to be considered for Cyber coverage effective July 1, 2022.
- **Employment Practices Resources during COVID** - Employers Association of New Jersey: Sample handbook, Training for employees, and Hotline for questions (including regarding vaccine mandates!); PMA Companies: Training Resources, and Supervisor Training. Vault-Learning Management System (LMS): Bulletins, policies and procedures, Online Training, and HR Library.
- **Workers Compensation Transitional Duty** - Lost time claims account for over 90% of workers’ compensation costs per year. “Transitional Duty” jobs are proven to return employees back to work sooner. The consistent implementation of a Transitional Duty policy will reduce costs over the long term. Contact your claims representative or risk control consultant for assistance.
- **Boiler Inspections** - Jurisdictional Boiler inspections are required annually by the State of New Jersey. Inspections can be performed by either State Inspectors (at member expense) or through the PEJIF insurance company: APIP- Hartford Steam & Boiler (HSB)

○ **CLAIMS MANAGEMENT (Conrad Cyriax)**

- **Claims KPI Report July & August 2021** – Mr. Cyriax presented the Claims KPI reports for July and August 2021. There were no questions.
- **Hurricane Ida Claim Reporting** – All members are reminded to report their Hurricane Ida claims to their respective Claims TPAs.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:58 am and Commr. Schweitzer seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

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
L. Graham – Fairview
K. Child – PMA
J. Shahdanian
J. Zisa – Scirocco
A. Hrubash – 1st MCO
P. Fahy – NAIMC
K. Larkin – BGIA
E. Cramer – NIP
S. Booker – PNAT