

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

March 22, 2022

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

ELECTION OF NEW FUND SECRETARY

- Commr. Fernandez nominated Commr. Rivera for Secretary, with the nomination seconded by Commr. West No further nominations received.

- Swearing in of Secretary by Fund Attorney

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – A. McCall
C. Hartwyk – City of Orange
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – R. West
Borough of Roselle – R. Smiley
Township of Teaneck – D. Kazinci
Town of West New York – Absent

APPROVAL OF 3/22/2022 MEETING MINUTES

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

City of East Orange – A. McCall
C. Hartwyk – City of Orange
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – R. West
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Town of West New York – Absent

ADOPTION OF RESOLUTIONS

- **Resolution 15-22 – Approving Certain Disbursements – \$885,316.25**
- **Resolution 16-22 – Approving Claims Payments –\$955,303.99**
- **Resolution 17-22 – Certifying the Election of Secretary**

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

City of East Orange – A. McCall
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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - Actuarial Report & Fast Track Status – The Fund Actuary provided the first draft of the reserve study on March 18. The Fund Administrator’s Financial Analysis team is reviewing the draft. 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
 - Financial Audit Status – The Fund Auditor, Mercadieu PC, has started working on the Financial Audit as of December 31, 2021. Members and TPAs are asked to please respond promptly to any requests for information from the Fund Auditors.
 - Treasury Report – Due to timing, the Fund Treasury Report will be distributed after the meeting.
- **UNDERWRITING REPORT (Robert Smith)**
 - Property Renewal Update – The Property program will be renewing in July of this year as the program runs 7/1 to 7/1. Failure to supply COPE data could result in raising of the individual SIRs or locations not being covered in the event of a loss. COPE data must include square footage, year built, floors, sprinkler and alarm data, etc. Please pay special attention to the listed values as you review this data..
 - Cyber Renewal Update – Cyber Applications have been distributed to all risk managers. The due date for these is April 14th. Due to the hardening market and strict underwriting guidelines, no late applications or incomplete applications will be accepted. Please get these applications in as soon as possible. Failure to have complete applications in by April 14th will result in this line of coverage being terminated as of 7/1. Failure to have an action plan in place to address all the new minimum standards will result in a declination.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - Cyber Update – Mr. Ven Graitis reported that 1,566 Fund-insured employees have completed mandatory Cyber Awareness training.
 - Property Inspection Update – Mr. Ven Graitis reported that 30 Fund-insured locations have been inspected.
 - Atlas Pilot Program-Webinar – The PEJIF has partnered with Atlas to provide software allowing law enforcement agency supervisors to objectively review officers body-worn camera (BWC), motor vehicle recorder (MVR) and other digital media capturing officer performance and measure those actions against the agency’s best practices. This software has been mandated by the Union County Prosecutor’s office and is funded by the county for all agencies within Union County. For members outside of Union County, the PEJIF will be providing reimbursement.
 - March 22-28 - National Drug & Alcohol Facts Week - National Institutes of Health – National Drug and Alcohol Facts Week, or NDAFW, is an annual, week-long, health observance that inspires dialogue about the science of drug use and addiction among youth.
 - Distracted Driving Awareness Month - National Safety Council – April is Distracted Driving Awareness Month. National Safety Council estimates eight people are killed and hundreds more are injured daily. The Distracted Driving Challenge will make employees aware of the hazards of distracted driving and change behavior by completing a 30-minute distracted driver training course

- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
 - Claims KPI Report February 2022 – Mr. Cyriax reported the claims KIP metrics as of February 28, 2022. There were no questions.
 - Lunch & Learn Opportunity - OPRA Updates – The PEJIF and guest speaker Mark Y. Moon, Esq. of Trenk, Isabel, Siddiqi & Shadianian will be hosting a “Lunch and Learn” webinar on April 28, 2022 from 12:00-1:00 PM on the topic of “Responding to OPRA Requests.”

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

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

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT – Confirmed by MS Teams attendance sheet

Madeline Delgado – NIP
Anthony VenGraitis – NIP
Rob Smith – NIP
Jonathan Hall – NIP
Stephen Daveggia – NIP
Robert Persico – NIP
Conrad Cyriax – NIP
Joseph Brown – NIP
Michael O’Connell – PQA
Judy Sanchez – Passaic
Brian Erlandsen – BGIA
Gail White – Scirocco
Jack Zisa – Scirocco
W. Dietz – D & H
Kathleen Guze – Risk Solutions
Keith Skeba – NIP
Patrick DeBlasio - Treasurer