

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**January 25<sup>h</sup>, 2022**

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER  
AT 10:04AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

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

**APPROVAL OF 12/14/2021 MEETING MINUTES**

**MOTION:** Commr. Hartwyk

**SECOND:** Commr. Green

**ABSTAIN:** Commr. Smiley

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

**ADJOURN MEETING TO SINE DIE**

Commr. Fernandez 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. West nominated Commr. Fernandez 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.
- 

**ELECTION OF EXECUTIVE COMMITTEE**

Executive Director Hall nominated the 2021 Executive Committee members to serve on the Executive Committee for 2022 with the nomination seconded by Kazinci

- Swearing in of Secretary and Executive Committee by Fund Attorney. Chairperson Horsley will be sworn in on February 22<sup>nd</sup> meeting. Absent from swearing in: City of East Orange and Town of West New York

- **Executive Committee for 2022 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 – Michael Green  
City of Plainfield – Ron West  
Borough of Roselle – Rick Smiley  
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 01-22** – Certifying the Election of Chairperson and Secretary\*
- **Resolution 02-22** – Certifying the Election of Executive Committee\*
- **Resolution 03-22** – Establishing Public Meeting Procedures\*
- **Resolution 04-22** – Establishing Fiscal Management Plan\*
- **Resolution 05-22** – Establishing Fund Records Program\*
- **Resolution 06-22** – Establishing 2022 Plan of Risk Management\*
- **Resolution 07-22** – Approving Fund Service Providers\*
- **Resolution 08-22** – Approving Appointed Counsel for 2022\*
- **Resolution 09-22** – Approving Final 2022 Budget

**MOTION:** Commr. Smiley

**SECOND: Commr. Hartwyk**  
**ABSTAIN: None**

- **Resolution 10-22 – Approving Certain Disbursements – \$2,304,105.89**
- **Resolution 11-22 – Approving Claims Payments –\$1,041,705.55**

**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 – Michael Green  
City of Plainfield – Ron West  
Borough of Roselle – Rick Smiley  
Township of Teaneck – Dean Kazinci  
Town of West New York – ABSENT

- **Resolution 12-22 – Approving Establishing a Supplemental Assessment/Refund Plan**
- **MOTION: Commr. Hartwyk**  
**SECOND: Commr. Smiley**  
**ABSTAIN: None**

City of East Orange – ABSENT  
City of Orange – Chris Hartwyk  
City of Passaic – Judith Sanchez  
City of Perth Amboy – Michael Green  
City of Plainfield – Ron West  
Borough of Roselle – Rick Smiley  
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 – Michael Green  
City of Plainfield – Ron West  
Borough of Roselle – Rick Smiley

Township of Teaneck – Dean Kazinci  
Town of West New York – ABSENT

**EXECUTIVE DIRECTOR, UNDERWRITING & CLAIMS REPORT  
(Jonathan Hall, NIP Management)**

○ **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**

- Financial Fast Track Report – Mr. Hall shared the Financial Fast Track Report as of November 30. There were no questions.
- Year-End Analysis Status - The Administrator’s office has transmitted the Fund’s loss data as of December 31, 2021 to Milliman, our new Fund Actuary. The Fund Actuary is targeting a first draft by February 28, 2022. 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.
- Areas of Focus for 2022 – Mr. Hall shared the areas of focus for 2022 for the Fund, including enhanced risk management training and resources across numerous areas.

○ **UNDERWRITING REPORT (Robert Smith)**

- Renewal Summaries/Policy Updates – The Fund is in the final stages of assembling the 2022 Insurance Renewal Summaries. Our goal is to have them all distributed by the end of January.
- 2022 Renewal Highlights and Overview - BGIA will be presenting at the February meeting with an update on the 2022 renewal. They will be highlighting the coverages and carriers.
- Member Renewals - Any outstanding applications will need to include a “No Known Loss” letter. If any renewing members have not forwarded the I&T agreements, please do so as soon as possible. Additionally, please forward your municipal resolution renewing membership.
- 2022 Property & Cyber Renewal – Renewal applications will be delivered by the beginning of March. Please begin to gather missing COPE data, with special attention to sprinkler system information.

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

- Cyber Training Update – Mr. Ven Graitis reported that 826 insured employees have completed Cyber Awareness Training. Please remember mandatory cyber training for all members who wish to continue to be considered for cyber liability coverage needs to be completed by May 1st.
- EANJ Seminars - Municipal HR: Managing to Avoid Risk three-day seminar. This three-session online course provides a comprehensive, hands-on understanding of essential legal issues necessary to manage an increasingly risk-based workplace.
  - Session 1: Applying Equal Employment Opportunity Law and Preserving a Legal Defense (Thursday, March 10)

- Session 2: Managing incidents of Whistleblowing and Retaliation (Wednesday, March 16)
- Session 3: How to Conduct an Internal Investigation (Thursday, March 24)
- EPL Initiatives - Risk control will work with each member to ensure either live or online Harassment & Discrimination Training has been provided within the last two years (preferably annually).
- Police Training – Upcoming Seminars
  - OPRA for Practitioners, March 31 or April 7, 9:00am to 4:00pm
  - Proactive Police Supervision, March 23-25 or April 4-6, 9:00am to 4:30pm each day
- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
  - Claims KPI report December 2021 – Mr. Cyriax shared the Claims KPI Report as of December 31, 2021. There were no questions.
  - Lunch and Learn January 26<sup>th</sup> – The Fund invites members to a “Lunch and Learn” Virtual Seminar on January 26<sup>th</sup>. The topic will be Uninsured & Underinsured Motorists Coverage.

## **MEMBER UPDATES**

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commr. Green made a motion to adjourn the meeting at 11:17am and Commr. Smiley 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

Maria Rivera – Perth Amboy  
John Shahdanian  
Judy Sanchez - Passaic  
Kevin Larkin – BGIA  
Danielle Voda – Fairview  
Kathleen Guze – Risk Solutions  
Joe Razzano – Fairview  
Patti Fahy- NAIMC  
Kathleen Guze  
Alyssa Hrubash  
Larry Graham – Fairview  
John Zisa – Scirocco  
Brian Erlandsen – BGIA  
Shanell Booker – PNAT  
Danielle Voda – Fairview  
Patrick DeBlasio – Treasurer  
Kelly Schweitzer – Town of West New York  
Abby Levenson – City of Plainfield