

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

June 21, 2022

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:05AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – J. Sanchez
City of Perth Amboy – M. Greene
City of Plainfield – R. West
Borough of Roselle – K. Walls
Township of Teaneck – D. Kazinci
Town of West New York – Absent

APPROVAL OF 5/24/2022 MEETING MINUTES

MOTION: Commr. Kazinci

SECOND: Commr. McCall

ABSTAIN: Commr. None

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – J. Sanchez
City of Perth Amboy – M. Greene
City of Plainfield – R. West
Borough of Roselle – K. Walls
Township of Teaneck – D. Kazinci
Town of West New York – Absent

ADOPTION OF RESOLUTIONS

- **Resolution 22-22** – Approving Certain Disbursements – \$1,308,800.46
- **Resolution 23-22** – Approving Claims Payments –\$907,719.96

- **Resolution 24-22** – Approved Defense Counsel – DIKTAS GILLEN, PC – for Township of Teaneck

MOTION: Commr. **Kazinci**

SECOND: Commr. **West**

ABSTAIN: None

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – J. Sanchez
City of Perth Amboy – M. Greene
City of Plainfield – R. West
Borough of Roselle – K. Walls
Township of Teaneck – D. Kazinci
Town of West New York – Absent

EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - Year End Reserve Study & Fast Track Report – The Fund Actuary has finalized the Reserve Study as of December 31, 2021. The Fund Administrator is updating the Fund’s Year-End Financial Fast Track Report and has reconciled against Year-End Financial Statements for distribution to the Members.
 - Financial Audit Status – The Fund Auditor, Mercadien PC, is finishing testing for the the 2021 Financial Audit. Audited Year-End Financial Statements will be available in advance of the June 30, 2022 filing deadline. Mercadien PC is scheduled to present the Financial Audit at the July Commissioners’ Meeting.
 - Treasury Report – All Bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - 2023 Renewals Historical Data – Risk managers must update and return all loss runs to the Administrator’s office by July 22nd, 2022. All schedules must be updated, signed and returned to the Administrator’s office by August 12th, 2022. Due to changes in Excess Markets’ requirements, we ask that all members provide currently valued loss runs in Excel format as follows:
 - Workers’ Compensation 2013 to Date Joined (10 calendar years)
 - All Other Lines 2013 to Date Joined (10 calendar years)
 - New Member Portal – The new member portal has been tested and we are currently working on a roll-out date. The new portal will continue to be user-friendly and will seamlessly work on all devices. One of the new portal updates is MFA to ensure we have the highest security protocols available. As part of this, the UW team will be reaching out to risk managers to ensure we have the best phone numbers available for the MFA. Prior to launch, we will be pulling the old site down and it will remain down for several days as we transition. During this time, the UW team will be available to assist in any member portal needs. We will announce the dates of this well in advance to all risk managers and members.

- Property Renewal – Our 7/1 Property renewal has been negotiated and bound. Coverage is in place through 7/1/23 with our incumbent carrier, the APIP program. Limits will continue as expiring, with adjustments to Fund deductibles for Named Windstorms and Flood losses. We will have a full report in the coming weeks.
- Cyber Renewal – Our 7/1 Cyber renewal has been negotiated and bound. Coverage is in place through 7/1/23 with our incumbent carrier, Beazley through the APIP program. Coverage will be provided for all members. Limits and deductibles will continue as expiring. We will have a full report in the coming weeks.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - Cyber Training and Property Inspection Update – As of June 17, 2,803 JIF-insured employees have completed Cyber awareness training. Risk Control consultants have inspected 45 high-exposure properties.
 - TRN Police Online Training – Police Professional courses are now fully integrated in the Vault. Training can be assigned, tracked and managed. Over 60 courses specific to law enforcement are now available. Records from the Vault and Power DMS can be shared and loaded in each system.
 - Summer Camps & Pools – Pool Facility Operations - Train and equip personnel on COVID-19 awareness, routine cleaning and disinfecting to perform their assigned duties in a manner that promotes the safety of public and staff. Document COVID awareness training and risk reduction strategies for all personnel. Cardiopulmonary resuscitation (CPR), first aid training available to staff members. Beach threats: extreme weather, rip tides, handling large gatherings, signs and lifeguards. Create JHA's for unique jobs. Summer Camp training can include: Bloodborne Pathogens, First Aid, Coronavirus-Basics and Cleaning and Disinfecting your Workplace, Hand Washing and Hygiene, Personal Protective Equipment, Heat Safety, TRAC (Teamwork • Respect • Awareness • Communication) and Camps Training Program on Child Sexual Abuse and Molestation. Live training is available.
 - Hurricane Preparedness – At least 19 named storms and nine hurricanes, four of which may be Category 3 or higher, are expected in 2022. Now is the time to prepare for the inevitable major disruptions that would result from a Hurricane impacting our area.
 - June 22nd Webinar at 2:00 PM to discuss:
 - Developing a plan to manage your storm response
 - Managing your response during the storm
 - Post-storm plans and activities
 - Strategies to test the adequacy of your plans and develop the skills of your team using tabletop exercises.
 - Active Threat/Rescue Task Force – Online and live training is available and should be considered for all staff members on a regular basis:
 - Incident Management
 - The Role of Law Enforcement
 - The Role of Fire and Emergency Medical Services
 - Role of the Dispatcher
 - Media
 - The Aftermath

- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**
 - Claims KPI Report May 2022 – Mr. Archangeli presented the claims report as of May 30, 2022. There were no questions.
 - Upcoming “Lunch and Learn” – Topic: Property Policy Terms & Conditions
 - Guest Speaker: Michael Whelan, Executive General Adjuster, McLarens
 - July 27, 2022, 1:00 – 2:00 pm via Microsoft Teams

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

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

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT – Confirmed by MS Teams attendance sheet

- A. Hrubash
- A. Aquino
- A. Ven Gratis
- B. LaJoie
- D. Voda
- D. Weightman
- D. Springer
- E. Vath
- G. Crosby
- J. Goldy
- J. Hall
- J. Brown
- J. Sanchez
- J. Zisa
- K. Guze
- K. Skeba
- K. Child
- K. Guze
- K. Larkin

K. Walls
L. Graham
M. Delgado
M. Lamb
M. O'Connell
P. DeBlasio
P. Fahy
P. Archangeli
R. Persico
R. Smith
S. Booker
S. Daveggia
W. Robinson
W. Dietz