

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

February 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 10:06AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – N. Horsley-Fauntleroy
City of Orange – Absent
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 1/25/2022 MEETING MINUTES

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

City of East Orange – N. Horsley-Fauntleroy
City of Orange – Absent
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

ADOPTION OF RESOLUTIONS

- **Resolution 13-22** – Approving Certain Disbursements – \$ 294,211.43
- **Resolution 14-22** – Approving Claims Payments – \$835,853.06

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

City of East Orange – N. Horsley-Fauntleroy
City of Orange – Absent
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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - Year End Actuarial Analysis and Fast Track Status – The Fund Actuary is on track to deliver a first draft by early March 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.
 - RMC Agreements & TPA Agreements – Please return any outstanding Risk Management Consultant and TPA Agreements to the Fund Administrator’s office. Risk Managers and TPAs cannot be paid until Agreements have been received.
 - DOBI Communications – The Fund Administrator filed Resolution 12-22 and supporting documents with DOBI on February 3, 2022. Receipt was confirmed on February 3.
 - Treasury Report – All bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - BGIA Presentation – 2022 Excess Insurance Renewal – Messrs. Larkin and Erlandsen presented the results of the 2022 Excess Insurance Renewal and discussed the coverage enhancements and features of the Fund’s coverages.
- **FOCUS REPORT – CYBER LIABILITY**
 - 2022 Cyber Renewal – Mr. Smith advised that renewal applications were being distributed to all members. All members will need to return completed signed applications by March 18 to be considered for coverage on July 1, 2022.
 - Cyber Minimum Requirements – Mr. Markulec of Harbor Technology Group presented on the NIST Cybersecurity Framework as well as the minimum requirements all Cyber Liability carriers require for coverage. All members must meet these minimum requirements by April 30, 2022, to be considered for coverage on July 1, 2022.
 - Cyber Training Update – Mr. Ven Graitis reported that 964 insured employees have completed Cyber Awareness Training. As a reminder, all employees must complete Cyber Awareness Training by April 30, 2022, for the member to be considered for coverage on July 1, 2022.
 - Cyber Webinar – The Fund will be hosting a Cybersecurity Webinar on March 28, 2022, from 1:00 – 2:00 pm. Mr. Markulec from Harbor Technology Group will be presenting.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - Property Inspections – Mr. Ven Graitis reported the status of the Property Inspections.
 - Police Accreditation – Mr. Ven Graitis presented the enhancements to the Safety Incentive Program, including reimbursement for members’ police CALEA and/or NJSACOP accreditation costs.
 - Vehicle Loss Prevention – Mr. Skeba presented on national and state trends regarding commercial vehicle thefts and provided tips and best practices to prevent theft of municipal vehicles.
 - Upcoming Events – Mr. Ven Graitis announced upcoming seminars:
 - OPRA for Practitioners – March 31 and April 7
 - Proactive Police Supervision – March 23-25 and April 4-6
 - Municipal HR Webinar – March 10, 16 and 24
 - Cybersecurity Webinar – March 28

- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
 - Claims KPI Report January 2022 – Mr. Cyriax presented the Claims KPI Report as of January 31, 2022. There were no questions.
 - COVID-19 Claims for 2021 – Mr. Persico presented an update on the COVID-19 claims received by the Fund for 2020 and 2021.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Rivera made a motion to adjourn the meeting at 11:08am and Commr. Horsley 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
Joseph Brown – NIP
Michael O’Connell – PQA
Judy Sanchez – Passaic
Brian Erlandsen – BGAIA
Gail White – Scirocco
Jack Zisa – Scirocco
Kathleen Guze – Risk Solutions
Keith Skeba – NIP
Patrick DeBlasio - Treasurer