

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

April 26, 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 – A. McCall
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 – K. Schweitzer

APPROVAL OF 4/26/2022 MEETING MINUTES

MOTION: Commr. **Kazinci**

SECOND: Commr. **McCall**

ABSTAIN: Commr. None

City of East Orange – A. McCall
City of Orange - Absent
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – R. West
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ADOPTION OF RESOLUTIONS

- **Resolution 18-22 – Approving Certain Disbursements – \$292,810.28**
- **Resolution 19-22 – Approving Claims Payments – \$827,224**

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

City of East Orange – A. McCall
City of Orange - Absent
City of Passaic – R. Fernandez
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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 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, Mercadien PC, continues work on the 2021 Financial Audit. Members and TPAs are asked to please respond promptly to any requests for information from the Fund Auditors.
 - DCA Financial Disclosures - All 2021 Commissioners and Alternate Commissioners will have received a notice from the DCA regarding financial disclosures. Please respond to these notices promptly.
 - Treasury Report – All Bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - Property Renewal Update – The Property submission have been completed and are in the hands of the excess markets. We are exploring multiple options and our partners at BGIA are combing the marketplace to ensure we have the best options available. The program renews on 7/1 and in the coming months, we will be discussing the various options we are exploring.
 - Cyber Renewal Update – All applications have been submitted to the excess markets. Should they come back with any questions or follow ups, we will be reaching out to all Risk Managers. Please continue to schedule your appointments with Harbor Technology. We would like all members to have had a conference with Harbor prior to the negotiations we will be entering with the excess markets so we can provide a roadmap for all members to achieve the new minimum standards.
 - Member Portal Update – 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.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - Cyber Training Update – As of April 22, 2022, 2,717 PEJIF-insured employees have completed Cyber Awareness training.
 - Property Inspection Update – As of April 22, 2022, PEJIF Risk Control have inspected 40 properties with TIV greater than \$5 million. Risk Control consultants will be scheduling additional property inspections throughout the year.
 - Distracted Driving Challenge – Mr. Ven Graitis reported on the results of the Distracted Driving Challenge.
 - Playground Maintenance and Inspection – According to the Consumer Product Safety Commission, each year, more than 200,000 children ages 14 and younger go to U.S. hospital emergency departments with injuries associated with playground equipment. More than 20,000 of these children are treated for a traumatic brain injury, including concussion. Nearly 80% of playground injuries are caused by falls. Requirements for safety surfaces, equipment installation, and equipment maintenance should be understood by Parks and Maintenance staff. Contact your risk control consultant to schedule an inspection of your Playgrounds.
 - Recycling Yard Safety – Drop-off recycling centers provide a valuable community service by offering convenient and cost-effective recycling opportunities for residents and businesses. Mr. Skeba discussed the importance of efficient and effective operations.

- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
 - Claims KPI Report March 2022 – Mr. Cyriax presented the Claims KPI Report as of March 31, 2022
 - Lunch & Learn – OPRA – The JIF will be hosting a presentation on the topic of “Responding to OPRA Requests.” Mark Y. Moon, Esq. of Trenk, Isabel, Siddiqi & Shadanian will be presenting.
 - Date: April 28, 2022
 - Time: 12:00 – 1:00 PM
 - Via Microsoft Teams

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:44am and Commr. West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT – Confirmed by MS Teams attendance sheet

M. Delgado
A. Ven Graitis
R. Smith
J. Hall
S. Daveggia
R. Persico
C. Cyriax
J. Brown
M. O'Connell
J. Sanchez
B. Erlandsen
A. Hrubash
B. LaJoie
J. Zisa
J. Sanchez
K. Guze
K. Skeba
K. Larkin
K. Walls
L. Graham
A. McCall
P. DeBlasio
P. Fahy
P. Archangeli
S. DeCaro
W. Dietz