

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

September 20, 2022

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:07AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONER

- Lana Carden – City of Plainfield (Alternate Commissioner)

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – R. Fernandez
City of Perth Amboy – Absent
City of Plainfield – L. Carden
Borough of Roselle – Absent
Township of Teaneck – D. Kazinci
Town of West New York – K. Schweitzer

APPROVAL OF 7/26/2022 MEETING MINUTES

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

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – R. Fernandez
City of Perth Amboy – Absent
City of Plainfield – L. Carden
Borough of Roselle – Absent
Township of Teaneck – D. Kazinci
Town of West New York – K. Schweitzer

ADOPTION OF RESOLUTIONS

- **Resolution 29-22** – Approving Certain Disbursements – \$427,523.62
- **Resolution 30-22** – Approving Claims Payments –\$2,557,711

MOTION: Commr. **Kazinci**

SECOND: Commr. **McCall**

ABSTAIN: None

City of East Orange – A. McCall

City of Orange – Absent

City of Passaic – R. Fernandez

City of Perth Amboy – Absent

City of Plainfield – L. Carden

Borough of Roselle – Absent

Township of Teaneck – D. Kazinci

Town of West New York – K. Schweitzer

EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

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

- Mid-Year Actuarial Report Status – The Fund Actuary has released the first draft of the reserve study. We are reviewing the report and will be meeting with the Actuary this week to discuss their observations.
- Fast Track Report Status – Once the Actuarial Analysis is finalized, the Fund Administrator will update the Fund’s Mid-Year Financial Fast Track Report for distribution to the Members.
- Indemnity & Trust Agreements for 2023 – The Administrator’s office requests that renewing members please return the Resolutions to Rejoin as soon as they are passed by your governing bodies and executed accordingly.
- Treasury Report – All Bills have been paid and our cash balance is secure
- Request for Proposals/Qualifications 2023 – The Public Entity Joint Insurance Fund seeks to engage firms to fill the following positions for the 2022 Fund Year:
 - Fund Actuary
 - Fund Auditor
 - EAP Provider
 - Fund Attorney
 - Governmental Affairs Consultant
 - Investment Advisor
 - Fund Treasurer

These contracts will be awarded through a fair and open process pursuant to NJS A 19:44A-20.4 et seq. Copies of the specifications may be obtained from the Fund office at 900 Route 9 North, Ste. 503, Woodbridge, NJ 07095, and Telephone 732-362-9980 x7355. Proposals must be submitted by 10AM on October 28th, 2022. Please send to the attention of Madeline Delgado.

- Claims Leadership Transition – Effective September 5, 2022, Conrad Cyriax, Esq. has retired from his Chief Claims Officer responsibilities after successfully completing the transition of his claims portfolio to Wade Robinson, SVP Claims and Peter Archangeli,

Esq., VP Public Entity Claims. We are confident that Wade and Peter will continue to provide our members with the world class claims service and technical excellence that is characteristic of the NIP Claims Department.

- DOBI Communication and Supplemental Assessment – On September 2, 2022, the New Jersey Department of Banking and Insurance requested that the Fund amend its supplemental assessment as approved January 25, 2022.

- **Resolution 31-22 – Amending Resolution 12-22**

MOTION: Commr. Kazinci

SECOND: Commr. McCall

ABSTAIN: None

City of East Orange – A. McCall

City of Orange – Absent

City of Passaic – R. Fernandez

City of Perth Amboy – Absent

City of Plainfield – L. Carden

Borough of Roselle – Absent

Township of Teaneck – D. Kazinci

Town of West New York – K. Schweitzer

- **UNDERWRITING REPORT (Robert Smith)**

- 2023 Renewals – The 2023 renewal process has begun, and both deadlines have now passed. We are asking all risk managers that have not done so to initiate the review and update of current underwriting data with their client municipalities at this time.
- Crime Questionnaire – In addition to the crime application found on the member portal, we also need the brief questionnaire completed. This has been included in all renewal correspondence.
- NJLM Reception – We are pleased to announce the continuation of our annual Cocktail Reception at the League of Municipalities.
 - Date: Tuesday, November 15th
 - Time: 5:00-7:00 P.M.
 - Location: Hard Rock Cafe Backstage

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

- Cyber Phishing Initiative – Required as a best practice by carriers. We will test existing contacts in Vault LMS. Survey to be completed by each member’s IT department. Whitelist Phishing campaign emails
- EPL Training Initiative – Training must be completed for ALL employees within the past two years. Training can be provided either online or in person. Training can be provided by other third-party vendors.
- Police Professional Training –
 - OPRA for Practitioners – November 1
 - Proactive Police Supervision – October 24-26 and November 2-4
 - Police Roundtable – October 14
- Return to Work Modified Duty – Webinar on Wednesday, September 28th at 2:00pm

- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**
 - Claims KPI Report July & August 2022 – Mr. Archangeli presented the claims reports as of July 31 and August 31, 2022. There were no questions.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:57 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. Aquino
- A. Ven Graitis
- A. Levenson
- B. Erlandsen
- B. LaJoie
- D. Voda
- D. Weightman
- D. Springer
- J. Goldy
- J. Hall
- J. Zisa
- J. Brown
- J. Sanchez
- K. Skeba
- K. Larkin
- L. Carden
- L. Graham
- M. Delgado
- M. O’Connell
- P. DeBlasio
- P. Fahy

P. Archangeli
R. Persico
R. Smith
S. DeCaro
W. Dietz