

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
September 26, 2023 at 10:00am
Via – MS Teams FOR ALL MEMBERS
FOR PUBLIC ONLY 609-246-5769; Passcode 814 999 501#**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:01 AM**

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 – J. Goldy
City of Plainfield – A. Levenson
Borough of Roselle – K. Walls
Township of Teaneck – D. Kazinci
Town of West New York – K. Schweitzer

APPROVAL OF 7/26/2023 MEETING MINUTES

MOTION: Commr. Walls
SECOND: Commr. Kazinci
ABSTAIN:

ADOPTION OF RESOLUTIONS

- **Resolution 25-23 – Approving Certain Disbursements – \$339,066.77**
- **Resolution 26-23 – Approving Claims Payments –\$3,153,037.50**

MOTION: Commr. Kazinci
SECOND: Commr. Walls
ABSTAIN:

ROLL CALL OF FUND COMMISSIONERS

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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - **Mid-Year Actuarial Report Status** - The Administrator’s office has received the draft report as of June 30, 2023, and we anticipate a final report within the next weeks. The Fund Actuary is on track to produce the 2024 Pricing Study by mid-October.
 - **2nd Quarter 2023 FastTrack Report** - As soon as the Mid-Year Actuarial Report is finalized, the Administrator’s office will update and distribute the 2nd Quarter 2023 FastTrack Report to all Fund Commissioners and Alternate Commissioners.
 - **2024 RFQ/RFP** - The Public Entity Joint Insurance Fund seeks to engage firms to fill positions for the 2024 Fund Year. Proposals must be submitted by 10 AM on October 20, 2023. Please review the Fund's website for more information.

- **TREASURER’S REPORT**
 - **As of August 31, 2023** – All Bills have been paid and our cash balance is secure.

- **UNDERWRITING REPORT (Robert Smith)**
 - **Revised Renewal Summaries** - All summaries have been distributed to your risk managers. This shows the updated info regarding the 7/1 property and cyber renewal.
 - **2024 Renewal** - The deadline has now passed. It is imperative we receive updated signed applications as soon as possible. Failure to submit an application can result in a lapse in coverage, reduction in limits or cancellation of coverage.
 - **Professional Lines Questionnaires** - PL Questionnaires have been distributed and are due October 1st. There are 3 questionnaires, one for EPLI, POL and LEL. Failure to submit all 3 questionnaires will forfeit the right to be eligible for the standard or expiring PL SIRs.
 - **NJ League of Municipalities** - Our reception will once again be at the Hard Rock Backstage on November 14th from 6-8pm. Invitations have gone out. Please RSVP via the link on the invitation on our website so we can plan accordingly. Please reach out to me should you have any questions.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Cyber update** - Cyber simulated phishing update was provided where over 7,000 emails have been sent. Training must be completed by all employees having access to municipal networks in 2023. Risk control is available to assist.

- **Fleet Safety** - Held on 9/21/23 at 1:00pm. National Safety Council reported that the number one cause of death in the workplace in 2021 was from auto related accidents, where 38% of all work fatalities are fleet related. 42,939 deaths were related to autos in 2021. A member of the PEJIF suffered a critical incident on 8/21/23, where a DPW vehicle overturned on the Turnpike going to a landfill. Members were reminded to train employees, mandate seat belt use, review every driver’s MVR, Maintain vehicles properly and perform pre-post vehicle inspections. Risk Control will be working on an MVR initiative to assist members with reviewing MVR reports.
- **Employment Practices Liability Four resources for EPL training:** PMA /NIP Staff, EANJ, Online and Connell Consulting for Police. Training must be completed in 2023 for all employees.
- **Workers Compensation best practices Risk** - Control will be reviewing the below items with members at upcoming Safety Committee Meetings: Timely Reporting, Repeat Offenders/multiple incidents, Transitional Duty/Light Duty, and FCE/Fit for Duty. Claims and Risk control staff are available to assist.
- **Police Training-Connell Consulting** - OPRA for Practitioners is scheduled for Nov 2, Nov 30, Dec 7, 2023. And Proactive Police Supervision is scheduled for Oct 30, 31, 1 & Nov 27, 28, 29 & Dec 4, 5, 6. Risk Control will continue to support member police departments to attend these important seminars.

○ **CLAIMS MANAGEMENT (Peter Archangeli)**

- **Claims KPI Report July & August 2023** – 145 new claim received in July & August. 257 claims closed in July & August. Closing ratio of 177%. \$884K in new reserves in July & August, \$1.73M in released reserves. 1090 open claims at the end of August with reserves totaling \$47.3M.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:48 AM, and Commr. McCall seconded the motion. The motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

ALSO, PRESENT:

A. Levenson
B. Erlandsen
B. LaJoie
D. Springer
G. Crosby
J. Goldy
J. Zisa
J. Hall
J. Brown
J. Sanchez
K. Guze
K. Skeba
K. Larkin
L. Caden
M. Delgado
M. Ligget
M. Skrief
A. McCall
M. O'Connell
P. Fahy
P. DeBlasio
P. Archangeli
R. Persico
R. Smith
S. Molfetas
T. Fitzpatrick
T. Rowe
XXX-XXX-2528
XXX-XXX9176
XXX-XXX-5079