

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
March 21, 2023 at 10:00am  
Via – MS Teams FOR ALL MEMBERS  
FOR PUBLIC ONLY 609-246-5769; Passcode 249 513 989#**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER  
AT 10:04 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 – C. Hartwyk (Late)  
City of Passaic – R. Fernandez  
City of Perth Amboy – M. Rivera  
City of Plainfield – L. Carden  
Borough of Roselle – K. Walls  
Township of Teaneck – D. Kazinci  
Town of West New York – K. Schweitzer

**APPROVAL OF 2/21/2023 MEETING MINUTES**

**MOTION:** Commr. McCall  
**SECOND:** Commr. Walls  
**ABSTAIN:** Hartwyk (late)

**ADOPTION OF RESOLUTIONS**

- **Resolution 14-23 – Approving Certain Disbursements – \$460,987.66**
- **Resolution 15-23 – Approving Claims Payments –\$1,384,445.28.**

**MOTION:** Commr. Walls  
**SECOND:** Commr. Rivera  
**ABSTAIN:**

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## EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
  - **Actuarial Report Status** – We have received the first draft report from the Fund Actuary. We are reviewing the draft, and once the report is finalized, we will update our financial records and distribute the Year-End FastTrack Report to all Members.
  - **Member Assessments** – Thank you to all Members who have paid their January Assessment Installments. The Administrator's office requests that Members who have not yet paid please remit Assessments as soon as possible.
  - **Service Provider & Risk Manager Agreements for 2023 2022 Year-End Actuarial** – The Administrator's office requests that all Risk Managers and Claims TPAs send copies of the fully-executed agreements between them and their clients as soon as practicable. As a reminder, no service providers can be paid by the Fund until agreements have been received.
- **TREASURER'S REPORT**
  - **As of February 28, 2023** - All bills have been paid and our cash balance is secure. Mr. DeBlasio shared the recent news regarding Silicon Valley Bank and Signature Bank and reaffirmed to members that the Fund does not do business with these banks. All of our banks are GUDPA certified, which adds a significant layer of additional security.
- **UNDERWRITING REPORT (Robert Smith)**
  - **Property & Cyber Renewal** –
    - Property: When adding new locations, please include COPE information, we want to maintain our near 100% of COPE info for the excess markets.
    - Please pay special attention to building values. Especially in light of social and economic inflation, we want to ensure all locations are fully insured.
    - Any locations with a value of \$1,000,000 or more needs sprinkler and alarm info included when scheduling.
    - Cyber: Cyber applications are due 3/24, no late applications will be accepted without prior approval.
    - Continue to meet with Harbor Technology to conduct minimum standard surveys and updates.
    - All minimum standards need to be met in order to qualify for cyber coverage.
- **RISK CONTROL REPORT (Keith Skeba)**

- **Bulletin Issuance Update** – Bulletins will be issued weekly (every Tuesday) starting 3/28/23. Topics will focus on safety related issues. Bulletins will be emailed to all users (with addresses). In addition, bulletins will be posted in the vault.
- **Ethical Phishing** – Bulletins will be issued weekly (every Tuesday) starting 3/28/23. Topics will focus on safety related issues. Bulletins will be emailed to all users (with addresses). In addition, bulletins will be posted in the vault.
- **Monthly Safety Seminar- Hazard Recognition** – This webinar was held on 3/16/23. It focused on conditions that create hazards. It reviewed how to identify and control hazards, and how to create a hazard control plan. Supervisory related bulletins will only be issued to administrators. Members should make every effort to have relevant personnel attend these monthly webinars.
- **Distracted Driving awareness Challenge** – The challenge runs from April 1st thru April 30th. Each employee at the municipality will be assigned a 30-minute distracted driver training course with instructions emailed to them Top municipalities will win \$1000. There will be additional awards as well.
- **Spring Clean-up & PPE/Equipment** – As spring cleanup begins areas of focus include trimming trees and plants, building maintenance and other premise work. While completing tree work, chainsaw safety must be considered. Wearing chaps, hearing protection eye protection and fall protection should be made mandatory. Building maintenance might include gutter and downspout cleaning, HVAC maintenance and roofing repairs. Fall protection and ladder safety should be points of focus. Premise work might include inspecting drains and catch basins and drainage areas for blockages and vegetation overgrowth. While completing necessary maintenance safe lifting and use of mechanical aids should be points of focus. Confined space entry, awareness and permit training should be provided where needed.
- **Playground Inspections** – Each year 200,00 children ages 14 and younger go the U.S. hospitals associated with playground injuries. Many of those children are treated for traumatic brain injuries. Nearly 80% of injuries are caused by falls. Requirements for safety surfaces, equipment installation and maintenance must be understood by Parks and Maintenance staff. It is important to identify hazards that may require hardware to be ordered to facilitate the needed repairs. Please contact your risk control consultant to schedule an inspection.

○ **CLAIMS MANAGEMENT (Peter Achangeli)**

- **Claims KPI Report February 2023** –80 new claims received in February. 124 claims closed in February. Closing ratio of 155%. \$625K in new reserves in February, \$1.6M in released reserves. 1022 open claims at the end of February with reserves totaling \$45M

**MEMBER UPDATES**

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commr. Walls made a motion to adjourn the meeting at 10:47am and Commr. McCall seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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**ALSO, PRESENT:**

A. McCall  
B. Erlandsen  
B. LaJoie  
D. Springer  
G. Crosby  
J. Brown  
J. Hall  
J. Zisa  
K. Walls  
K. Guze  
K. Royce  
K. Schweitzer  
K. Skeba  
K. Walls  
M. Delgado  
M. O'Connell  
P. Archangelli  
P. DeBlasio  
P. Fahy  
R. Persico  
R. Smith  
S. Booker  
S. Daveggia  
S. DeCaro  
T. Fragozo  
W. Dietz  
W. Robinson