

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
January 24<sup>th</sup>, 2023 at 10:00am  
Via – MS Teams FOR ALL MEMBERS  
FOR PUBLIC ONLY 609-246-5769; Passcode 736 642 249#**

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

**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  
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 12/12/2022 MEETING MINUTES**

**MOTION:** Commr. McCall  
**SECOND:** Commr. Walls  
**ABSTAIN:** Commr. None

City of East Orange – A. McCall  
City of Orange – C. Hartwyk  
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  
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**ADJOURN MEETING TO SINE DIE**

Commr. Fernandez asked Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

**ELECTION OF CHAIRPERSON AND SECRETARY**

- Commr. Kazinci nominated Commr. Fernandez for Chairperson, with the nomination seconded by Commr. Walls - No further nominations received.
- Commr. Kazinci nominated Commr. Rivera for Secretary, (absent from meeting) with the nomination seconded by Comm. Fernandez No further nominations received.

**ELECTION OF EXECUTIVE COMMITTEE**

Executive Director Hall nominated the 2022 Executive Committee members to serve on the Executive Committee for 2023 with the nomination seconded by Kazinci

- Swearing in of Secretary and Executive Committee by Fund Attorney.
- Executive Committee for 2023 consists of:

City of Passaic – Ricardo Fernandez (Chairman)  
City of East Orange – Adrienne McCall  
City of Orange – Chris Hartwyk  
City of Perth Amboy – Michael Green  
City of Plainfield – Lana Carden  
Borough of Roselle –Kheesha Walls  
Township of Teaneck – Dean Kazinci  
Town of West New York – Jonathan Castaneda

**MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

**ADOPTION OF RESOLUTIONS (\* Indicates Consent Agenda, Unless Otherwise Determined)**  
**ADOPTION OF RESOLUTIONS**

Chairperson Fernandez asked that Resolutions 01-23 through 08-23 and resolution 10-23 and 11-23 be approved collectively and Resolution 09-23 be voted on separately.

- **Resolution 01-23** – Certifying the Election of Chairperson and Secretary\*
- **Resolution 02-23** – Certifying the Election of Executive Committee\*
- **Resolution 03-23** – Establishing Public Meeting Procedures\*
- **Resolution 04-23** – Establishing Fiscal Management Plan\*
- **Resolution 05-23** – Establishing Fund Records Program\*
- **Resolution 06-23** – Establishing 2023 Plan of Risk Management\*
- **Resolution 07-23** – Approving Fund Service Providers\*
- **Resolution 08-23** – Approving Appointed Counsel for 2023\*
  
- **Resolution 10-23** – Approving Certain Disbursements – **\$3,728,705.62**
- **Resolution 11-23** – Approving Claims Payments – **\$2,223,609.92**
  
- **MOTION:** Commr. Kazinci
- **SECOND:** Commr. Carden

- **ABSTAIN:** None

Chairperson Fernandez asked that Resolutions 09-23 be voted on separately.

- **Resolution 09-23** – Approving Final 2023 Budget

**MOTION:** Commr. Walls

**SECOND:** Commr. McCall

**ABSTAIN:** None

City of East Orange – A. McCall

City of Orange – C. Hartwyk

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

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<p style="text-align: center;"><b>EXECUTIVE DIRECTOR, UNDERWRITING &amp; CLAIMS REPORT</b> <b>(Jonathan Hall, NIP Management)</b></p>
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- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - **2022 Review & 2023 Goals** – Mr. Hall shared a review of 2022 performance and market conditions and market observations for 2023. Mr. Hall also shared the Fund initiatives for underwriting, risk control, and claims administration for 2023.
  - **Treasury Report** - All bills have been paid and our cash balance is secure.
  - **Year End Actuarial Report Status** - The Administrator’s office is compiling the Loss Data as of December 31, 2022, and we will transmit data to the Fund Actuary this week. Once data reconciliation is complete, we anticipate a first draft report within four to six weeks.
  - **Indemnity & Trust Agreements** - 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.
  - **Risk Manager & Claims TPA Agreements** - 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.
- **UNDERWRITING REPORT (Robert Smith)**
  - **2023 Insurance Summaries** - Insurance Summaries- Renewal summaries are being completed and will be sent out to all risk managers upon completion. Any questions or issues, please let the underwriting team know.
  - **2023 Renewal Highlights and Overview** - BGIA will be presenting at the Feb meeting to go over the recent renewals.

- **2023 Property & Cyber Renewal** - The property and cyber renewal is coming up on 7/1. To prepare for this, please address the COPE worksheets being distributed to all members. Additionally, please continue to work with Harbor Technology on the cyber front. There will be much more on these lines in the coming month's meetings.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Mandatory Training** - Harassment/Discrimination training will be required for all members in 2023. Training can be live, in person, or via online training modules. Cyber security training is also required. A 30 min comprehensive general awareness training course is available, or 10-minute short courses on specific topics
  - **Cyber Ethical Phishing and at-Risk Assessments** - Survey to be completed by each member's IT, where phishing campaign emails will be whitelisted and existing contacts in Vault LMS are tested. Training will be provided on the appropriate security awareness topic for employees failing phishing tests. Reports on aggregate program progress and results will be provided to commissioners.
  - **Property Inspections** - Risk control will be in touch with a list of locations that require additional information for this upcoming renewal. Information must be returned by 2/15/23. Self-inspections or site inspections with risk control staff may be required for locations with recent losses or for locations with missing critical information.
- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
  - **Claims KPI Report December 2022** – 85 new claims received in December. 123 claims closed. Closing ratio of 144% for the month.
  - **Litigation Report Guidelines** – Annual review of policies and procedures for adherence to best practices has been.
  - **Feed Back Session with TPA's** - which are incorporated in the PORM – will be distributed to defense firms.

## MEMBER UPDATES

## NEW BUSINESS

## OPEN FORUM

## MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:55am and Commr. Carden seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Jonathan Hall

**ALSO, PRESENT:**

Anthony Ven Graitis

Brian Erlandsen

Crooks, Richard

Danielle Voda

David Springer

Jill Goldy

John Zisa

Jonathan Hall

Joseph Brown

Judith Sanchez

Kathleen Guze

Keith Skeba

Kevin Larkin

Lana Carden

Madeline Delgado

Marie Lamb

Michael P. O'Connell

Patrick DeBlasio

Patti Fahy

Peter Archangeli

Rob Cleary

Robert Persico

Robert Smith

Stephen Daveggia

Susan DeCaro

Tom Fragoso

Wayne Dietz