

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
February 21, 2023 at 10:00am  
Via – MS Teams FOR ALL MEMBERS  
FOR PUBLIC ONLY 609-246-5769; Passcode 646 862 715#**

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**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 – McCall  
City of Orange – Absent  
City of Passaic – R. Fernandez  
City of Perth Amboy – J. Goldy  
City of Plainfield – L. Carden  
Borough of Roselle – K. Walls  
Township of Teaneck – D. Kazinci  
Town of West New York – Absent

**APPROVAL OF 1/24/2023 MEETING MINUTES**

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

**ADOPTION OF RESOLUTIONS**

- **Resolution 12-23 – Approving Certain Disbursements – \$64,749.85**
- **Resolution 13-23 – Approving Claims Payments – \$1,305,512.29.**

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

**ROLL CALL OF FUND COMMISSIONERS**

City of East Orange – McCall

City of Orange – Absent  
City of Passaic – R. Fernandez  
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Town of West New York – Absent

## EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - **2022 Year-End Actuarial Report Status** – The Fund Actuary is working on the Year-End Reserve Analysis. Data reconciliation is complete, and we anticipate a first draft report by March 3. Once the report is finalized, we will update our financial records and distribute the Year-End FastTrack Report to all Members.
  - **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 & Service 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.
  - **Treasury Report** – All Bills have been paid and our cash balance is secure.
  
- **UNDERWRITING REPORT (Robert Smith)**
  - **Property Renewal- COPE Update** – Please include all COPE information to ensure proper coverage and limits. Without full COPE data, there is a chance location will not be insured fully. Also, pay special attention to the valuation of cost per square foot. Too many locations are grossly undervalued, and this could lead to a change in the limits offered or coverage provided.
  - **Cyber Renewal- Harbor Technology** - Cyber will be a very challenging placement. To assist with achieving the best possible results, please continue to utilize the Harbor Technology assistance we are offering.
  - **BGIA Renewal Update** – BGIA provided an update on the recent 2023 renewal and commented on the challenges we will be facing at the 7/1 property and cyber renewals.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Monthly Safety Webinar-Workplace Housekeeping** – Webinar held on 2/16/23- Every workplace safety program should incorporate housekeeping, and every employee should play a part. Good housekeeping is crucial to a safe workplace and can prevent injuries, losses and improve productivity and morale. It makes for a good impression on visitors and can assist with avoiding potential fines of non-compliance. With the property marketplace in disarray

given recent catastrophic losses across the world and even locally in New Jersey after the impact of hurricane Ida and tropical storms Isaias and Elsa, keeping buildings and storage locations clean and free of hazards, protecting equipment and property from loss can reduce property claims and lower insurance premiums over the long term.

- **Property RC update** – All COPE data has been collected. Webinars will be scheduled throughout the year, including the recent workplace housekeeping webinar, and the Hazard Recognition webinar scheduled for March. Bulletins are available in the Vault regarding best practices and mitigation efforts.
- **Simulated/Ethical Phishing start-up – Rollout**-Week of February 20th, Survey to be completed by each member’s IT. Phishing campaign emails will be whitelisted and details of systems used and permitted, prohibited sites and programs, will be obtained and used in the initiative. We’ll ensure clear communications with each member municipality prior to launch
- **April Driving Challenge** – For Distracted Driving Awareness month in April, we will be rolling out a fun driving challenge with awards and prizes for all participating members and employees. Announcements will be sent out in March.

○ **CLAIMS MANAGEMENT (Peter Achangeli)**

- **Claims KPI Report January 2023** – 80 new claims received in January. 43 property/liability and 37 WC. Monthly closing ratio of 165%. \$647K in new reserves, and \$804K in released reserves. Total of 1019 open PEJIF claims, with reserves totaling \$45.5M.

**MEMBER UPDATES**

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commr. Greene made a motion to adjourn the meeting at 10:42am and Commr. Walls seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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**ALSO, PRESENT:**

- A. Ven Graitis
- A. Powers

B. Hanigan  
B. Erlandsen  
C. Cyriax  
D. Voda  
D. Springer  
F. Oddo  
G. Crosby  
J. Hall – NIP  
J. Brown  
K. Skeba  
K. Royce  
K. Larkin  
M. Delgado  
M. Ferreras  
M. O’Connell  
P. DeBlasio  
P. Fahy  
P. Archangeli  
R. Cleary  
R. Persico  
R. Smith  
T. Fragoso  
T. Rowe  
W. Robinson  
W. Dietz