

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
April 25, 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 10:03 AM**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – A. McCall (Late)
City of Orange – C. Hartwyk
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – A. Levenson (Late)
Borough of Roselle – K. Walls
Township of Teaneck – D. Kazinci
Town of West New York – T. Rowe

APPROVAL OF 3/21/2023 MEETING MINUTES

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

ADOPTION OF RESOLUTIONS

- **Resolution 16-23 – Approving Certain Disbursements – \$297,935.12**
- **Resolution 17-23 – Approving Claims Payments – \$2,152,212.01**
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MOTION: Commr. Hartwyk
SECOND: Commr. Walls
ABSTAIN:

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EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
 - **Year End Actuarial Analysis and Fast Track Status** – Milliman, the Fund Actuary, has finalized the year-end actuarial analysis and the Administrator's finance team is updating the Fund's financial records. We will have this process completed and will present the Year-End FastTrack Report to all Members at the May Commissioners' Meeting.
 - **Financial Audit Status** – Mercadien, the Fund's Auditor, is on track for completion of the 2022 Financial Audit in advance of the June 30 filing deadline. We expect the results to be presented to the Members at the June Commissioners' Meeting.
 - **DCA Financial Disclosures** – Local Government Officers can now file their Financial Disclosure Statements. As a reminder, the statutory deadline for the FDS is April 30, 2023. The Local Finance Board plans on issuing violations to non-filers at its June 14, 2023 meeting.
- **TREASURER'S REPORT**
 - **As of March 31, 2023** – •All Bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - **Property Renewal** – We have been able to get our COPE data to over 99% for all locations over \$100,000 in value. Please continue to include all COPE data when adding or adjusting any locations on the schedules. Please include smoke and fire alarms as well as sprinkler information for any new locations or adjustments.
 - **Cyber Renewal** – All cyber apps are now past due. No cyber apps will result in no coverage. Please continue to schedule survey reviews and follow-ups with Harbor Technology. The reports they are creating based on these meetings will be an integral part of the cyber submission. Please refer to the minimum standards reviewed at recent meetings and submitted to all risk managers. Please note a failure to meet these standards, especially MFA, will result in no coverage available.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Safety Presentation Recap – Playground Maintenance and Inspection** – Playground Maintenance and Inspection Ed Vath presented on having an effective playground inspection and maintenance program is essential in helping to avoid patron injuries from play equipment. According to the CDC, about 45% of playground injuries are either severe

fractures, internal injuries, dislocations, concussions, or amputations. Ed reviewed: Establishing a system of maintenance and inspection for your playground, identifying hazards on public playground equipment and grounds, ranking hazards according to injury potential, documenting corrective actions taken and playground closure.

- **Distracted Driving Awareness Challenge** – Challenge will end 4/30 at midnight, 30 members are participating, 8 perfect scores so far, with 2,100 completions as of 4/15/23
- **CEVO and Defensive Driving Training** – In an effort to control auto liability, auto physical damage and workers’ compensation injuries, risk control will be rolling out live and online training for all members throughout 2023. Focus will continue to be CEVO training for Fire, EMS and Police department personnel, live hands-on Fire Apparatus behind the wheel training, and defensive driving for all staff members.
- **Ethical Phishing/simulation** – **95%** of members have completed the survey through each member’s IT department, we will be contacting each member IT staff to coordinate the phishing, no phishing will take place without prior notification to the IT professional, phishing has begun.
- **Property inspections & Flood surveys** – property surveys will be scheduled again starting May 1. Risk control will focus on locations that have not yet been inspected and will also complete flood surveys for all locations inspected and those that had water/flood damage in the past or are located in a high risk flood zones.
- **When to report employee injuries to PEOSH** – A fatality must be reported within 8 hours, an in-patient hospitalization, amputation, or eye loss must be reported within 24 hours. The employer that provides the day-to-day supervision of the worker must be the one making the report to PEOSH. NJOSH 301 or an equivalent must be filled within 7 calendar days
- **Right to Know Survey Reminder** – Must be completed by 7/15/23. Contact your risk control consultant for assistance.

○ **CLAIMS MANAGEMENT (Peter Archangeli)**

- **Claims KPI Report March 2023** – 69 new claims received in March, 147 claims closed in March Closing ratio of 213%, \$334K in new reserves in March, \$1.2M in released reserves. 1009 claims at the end of February with reserves totaling \$44.5M. Members advised that new litigation reporting guidelines would be distributed to panel counsel.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Walls made a motion to adjourn the meeting at 10:48am and Commr. Hartwyk seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

ALSO, PRESENT:

A. Ven Graitis
B. Erlandsen
B. LaJoie
D. Voda
D. Springer
J. Brown
J. Hall
J. Sanchez
J. Gallo
K. Guze
K. Skeba
K. Larkin
M. Delgado
M. Lamb
M. O'Connell
P. DeBlasio
P. Fahy
P. Archangeli
R. Persico
R. Smith
S. Molfetas
S. DeCaro
T. Fragoso
W. Robinson