

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
January 23, 2024 at 10:00am
Via – MS Teams FOR ALL MEMBERS
FOR PUBLIC ONLY 609-246-5769; Passcode 325 246 748#**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:08AM.**

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 – N. Horsley-Fautleroy
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – A. Levenson
Borough of Roselle – T. Balmir
Township of Teaneck – D. Kazinci
Town of West New York – Absent

APPROVAL OF 12/19/2023 MEETING MINUTES

MOTION: Commr. McCall
SECOND: Commr. Horsley
ABSTAIN: Commr. None

City of East Orange – A. McCall
City of Orange – N. Horsley-Fautleroy
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – A. Levenson
Borough of Roselle – T. Balmir
Township of Teaneck – D. Kazinci
Town of West New York – Absent

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

ELECTION OF EXECUTIVE COMMITTEE

Executive Director Hall nominated the 2023 Executive Committee members to serve on the Executive Committee for 2024 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 Perth Amboy – Maria Rivera (Secretary)
- City of East Orange – Adrienne McCall
- City of Orange – Chris Hartwyk
- City of Plainfield – Abby Levenson
- Borough of Roselle – T. Missy Balmir
- Township of Teaneck – Dean Kazinci
- Town of West New York – Luis Baez

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 01-24 through 08-24 and resolution 10-24 and 11-24 be approved collectively and Resolution 09-24 be voted on separately.

- **Resolution 01-24** – Certifying the Election of Chairperson and Secretary*
- **Resolution 02-24** – Certifying the Election of Executive Committee*
- **Resolution 03-24** – Establishing Public Meeting Procedures*
- **Resolution 04-24** – Establishing Fiscal Management Plan*
- **Resolution 05-24** – Establishing Fund Records Program*
- **Resolution 06-24** – Establishing 2024 Plan of Risk Management*
- **Resolution 07-24** – Approving Fund Service Providers*
- **Resolution 08-24** – Approving Appointed Counsel for 2024*

- **Resolution 10-24** – Approving Certain Disbursements – **\$631,955.92**
- **Resolution 11-24** – Approving Claims Payments – **\$2,363,692.52**
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- **MOTION:** Commr. Goldy

- **SECOND:** Commr. Horsley-Fautleroy
- **ABSTAIN:** None

Chairperson Fernandez asked that Resolutions 09-24 be voted on separately.

- **Resolution 09-24** – Approving Final 2024 Budget

MOTION: Commr. McCall
SECOND: Commr. Goldy
ABSTAIN: None

City of East Orange – A. McCall
City of Orange – N. Horsley-Fautleroy
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – A. Levenson
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Town of West New York – Absent

EXECUTIVE DIRECTOR, UNDERWRITING & CLAIMS REPORT
(Jonathan Hall, NIP Management)

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - **2023 Review & 2024 Goals** – Mr. Hall provided a recap of the 2023/2024 market conditions, assessments and driving factors. Mr. Hall also gave a brief summary outline of claims and risk control initiatives for 2024 and legislative/regulatory priorities.
 - **Year End Actuarial Report Status** – The Administrator’s office has compiled and transmitted the Loss Data as of December 31, 2023 to the Fund Actuary. Data reconciliation is underway, and we anticipate a first draft report by March 1.
 - **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 Provider Agreements** – The Fund has received a response to its August 4, 2023 communication to the Department. The Fund Administrator will provide all requested information to the Department by January 30.
- **UNDERWRITING REPORT (Robert Smith)**
 - **2024 Insurance Summaries** – 2024 Renewal summaries are currently being assembled and will be distributed the 1st week of February. This year, there will be an additional confirmation cover letter the risk manager needs to sign and return to the underwriting office.
 - **2024 Renewal Highlights and Overview** – BGIA will be presenting at the February meeting to discuss the 2024 renewal.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Safety Presentation** – Vault LMS Walkthrough Robyn Hope performed a Vault LMS Walkthrough on 1/18/24.
 - **Airline Safety-** Similar to public entities, the airline industry had a safety crisis in the 1990’s where experts determined that without change to the industry safety performance, a fatal airliner crash would occur once a week. This would be unsustainable so the industry took steps to create a proactive risk management safety culture where all employees at every level were responsible and held accountable for safety. This same approach will be championed in 2024 in the PEJIF, where every incident will be reviewed to determine the root causes and mitigation steps will be taken to prevent the reoccurrence of all claims. Performance will be tracked and reported upon on a monthly basis.
 - **SCM’s and RCA-** Safety committee meetings must be held by every member, at least on a quarterly basis, and recommended is on a bi monthly basis. Each major department must be represented, review of incidents, safety concerns, training needs and risk mitigation efforts will be reported upon, and the safety performance of each department will be tracked. Root cause analysis will be performed on every critical incident, where the causes will be identified and steps outlined to mitigate the risk.

- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**
 - **Claims KPI Report December 2023** – 82 new claims received in December and 140 closed claims in December. This is a closing ratio of 171%. \$510K in new reserves posted in December, \$918K in released reserves.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. McCall made a motion to adjourn the meeting at 11:15am and Commr. Rivera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

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
Robin Hope
Rob Cleary
Robert Persico
Robert Smith
Stephen Daveggia
Susan DeCaro
Tom Fragoso
Wayne Dietz