

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
JULY 23, 2024 at 10:00am
Via – MS Teams FOR ALL MEMBERS
FOR PUBLIC ONLY 609-246-5769; Passcode 432 726 815#**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:06 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 – N. Horsley-Fauntleroy
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – A. Levenson
Borough of Roselle – Absent
Township of Teaneck – J. Hashmat (late)
Town of West New York – Absent

APPROVAL OF 7/23/2024 MEETING MINUTES

MOTION: Commr. Hartwyk
SECOND: Commr. Rivera
ABSTAIN:

ADOPTION OF RESOLUTIONS

- **Resolution 25-24 – Approving Certain Disbursements – \$419,499.98**
- **Resolution 26-24 – Approving Claims Payments – \$4,496,774.45**

MOTION: Commr. Rivera
SECOND: Commr. Hartwyk
ABSTAIN:

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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - **Mid-year Actuarial Report Status** - The Administrator’s office has received the draft report as of June 30, 2023, and we anticipate a final report shortly. The Fund will distribute the 3rd Quarter 2024 FastTrack in time for the October meeting. The Fund Actuary is on track to produce the 2024 Pricing Study by early October.
 - **Posting of RFP/RFQ for 2025** - The Public Entity Joint Insurance Fund seeks to engage firms to fill various positions for the 2025 Fund Year. Proposals must be submitted by 10AM on October 25th, 2024. Please send to the attention of Madeline Delgado.
 - **Member Assessment and Receivables Update** - The Administrator’s office has received July 1 assessment installments from all members. All past-due assessments have been received, and the Fund has no outstanding member receivables. Thank you.
- **TREASURER’S REPORT (Patrick DeBlasio)**
 - **Treasury Report** – Mr. DeBlasio presented the Treasurer's Report. All bills have been paid, and our cash & investment balance is secure. There were no questions.
- **UNDERWRITING REPORT (Robert Smith)**
 - **2025 Excess Renewal Update** - We are currently working with our partners at BGIA to get the excess insurance placed. Submissions have been delivered to the markets.
 - **2025 Application and Deadlines** - The deadlines have passed for the applications and also for the questionnaire. Please submit these ASAP. For the ancillary lines, no application could lead to a lapse in coverage.
 - **Prospects & New Business** - No material submissions at this time, we are exploring all opportunities.
 - **New Jersey League of Municipalities** - Please join us for our reception at the Hard Rock Backstage on November 19th from 6-9 PM. Invitations have been sent out. Should you need more info, please let me know.
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- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Lithium-ION Batteries and Electric Vehicles** -Monthly safety webinar was held on 9/19/24 and presented by Keith Mitchell. Li batteries are here to stay and are part of every day society. Chemical reactions can be fierce and fires extremely difficult to

extinguish. Municipal employees should look out for damaged cells, isolating batteries from other property when charging for devices and equipment but also when responding to vehicle collisions or towing damaged vehicles to facilities.

- **Drive to Survive** - The next seminar will be held Monday, October 7th , from 9:00 to 12:00 at the Plainfield Performing Arts Center (P-PAC), 724 Park Avenue, Plainfield, NJ 07060. Each year, one of the leading causes of workplace injuries and civil lawsuits is the safe operation of work- related vehicles. The “Drive to Survive” training program is designed to teach members that no matter how long they have been driving, or how “good” they think they are, there are limits to the safe operation of DPW vehicles. Using the same techniques used by crash investigators, this class is designed to provide a better understanding of important topics that are essential for safe driving
 - **Job Hazard Analysis** - Keith Skeba addressed how to create a Job Hazard Analysis (JHA) for each municipal job, helping supervisors identify risks for injury, workers to understand their job and safety expectations, and ensuring proper training and PPE is provided to employees.
 - **UpFort/Arch-Cyber** - 83% of members have activated their accounts. Available, approved training includes 9 different cyber security courses addressing hardware, phishing, password protection, and similar topics. Simulated-Ethical phishing is also available in the Shield platform, where members can select the frequency of testing and testing reinforces areas to review including spelling, generic greetings, sense of urgency, requests for personal information, links, and attachments
 - **No Accidents Today** - Members eligible for awards were highlighted to commissioners. The upcoming online store should be available by 10/23/24.
 - **Safety Planning for Election Season** - Risk control discussed a plan to address: Training Considerations, Interagency and Collaboration Considerations, Conflict Management and De-escalation, Agency Communication and Messaging, Demonstration Management Planning, Tactical Considerations for Election Safety, and Officer and Wellness Staff During the Election Season. In addition, documents were shared in the Vault and emailed out to commissioners, including: 2023 Law Enforcement Guidance for Elections, Considerations for Protest Management during elections, and Law Enforcement guidance for election day.
- **CLAIMS MANAGEMENT (Robert Persico)**
 - **Claims KPI Report August 31, 2024** - 120 new claims in July, 104 new claims in August and 158 claims closed in July. 136 claims closed in August, 132% closing ratio in July, 131% closing ratio in August and 997 open claims as of September 30

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

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

Prepared by M. Delgado

Madeline Delgado

ALSO, PRESENT:

+XXX-000-7956 (Unverified)

A. McCall
A. Levenson
A. Ven Graitis
C. Hartwyk
D. Springer
E. Durr
G. Crosby
J. Hall
J. Razzano
J. Brown
J. Hashmat
J. Zisa
K. Larkin
K. Skeba
K. Guze
M. O’Connell
M. Delgado
M. Ferreras
M. Markulec
M. Rivera
N. Horsley-Fauntleroy
P. Fahy
P. DeBlasio (Unverified)
R. Persico
R. Smith
R. Fernandez
S. Hobbs
S. Molfetas

T. Fragoso
W. Dietz
W. Robinson