

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
April 22, 2025, at 10:00 AM
Via – MS Teams FOR ALL MEMBERS
FOR PUBLIC ONLY 609-246-5769; Passcode 925 732 081#**

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

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONER

- Christopher Laba – (Commissioner) – Borough of Roselle

NOMINATIONS FOR NEWLY VACATED PEJIF SECRETARY POSITION

Nominations Comm. Horsley nominated Abby Levenson of City of Plainfield with Comm. McCall 2nd the nomination. Comm. Levenson has been sworn in as Secretary

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 – Absent
City of Plainfield – A. Levenson
Borough of Roselle – S. Smith
Township of Teaneck – Absent
Town of West New York – Absent

APPROVAL OF 3/25/2025 MEETING MINUTES

MOTION: Commr. McCall
SECOND: Commr. Levenson
ABSTAIN: Commr.

ADOPTION OF RESOLUTIONS

- **Resolution 16-25 – Approving Certain Disbursements – \$145,169.22**
- **Resolution 17-25 – Approving Claims Payments –\$2,000,513.63**

MOTION: Commr. Horsley

SECOND: Commr. McCall

ABSTAIN: None

City of East Orange – A. McCall

City of Orange – N. Horsley-Fauntleroy

City of Passaic – R. Fernandez

City of Perth Amboy – Absent

City of Plainfield – A. Levenson

Borough of Roselle – S. Smith

Township of Teaneck – Absent

Town of West New York – Absent

EXECUTIVE DIRECTOR'S REPORT – J. Hall

○ EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)

- **Year-End Actuarial Report Status** - The Fund Administrator's office continues to review the draft actuarial study and expects to finalize the study in May. Milliman, our Fund Actuary, will present the results at the May 20 Commissioners' Meeting.
- **Risk Manager & Service Provider Agreements for 2025** - The Administrator's office requests that all Risk Managers and Service Providers send copies of the fully executed agreements as soon as practicable. As a reminder, the Fund cannot pay service providers until agreements have been received.
- **Receivables Management Update** - Thank you to those members who have already remitted the first installment of the 2025 Assessment. We have received assessment installments from 7 out of 8 members. As of April 14, outstanding assessments have reduced from \$1.797 million to \$955,745. If you have not already done so, please remit your installments as soon as practicable.

TREASURY REPORT – P. DeBlasio

- **Treasury Report** – All Bills have been paid, and our cash balance is secure.

CLAIMS REPORT – R. Persico

Claims KPI Report March 2025 – Bob presented the March 2025 claim KPIs, highlighting strong performance across key metrics. A total of 83 new claims were received, representing a 6% decrease compared to March 2024. The closing ratio remained positive at 129%, indicating that staff closed approximately 1.33 claims for every new claim received. Pending claims for March 2025 stood at 823, a significant 27.5% decrease from the 1,134 pending in March 2024. Overall, claim performance continues to trend positively in 2025.

RISK CONTROL REPORT – A. Ven Graitis

- **Safety Webinar Recap-Job Hazard Analysis** – This one-hour virtual training session was held on 4/17 and offered an introduction to creating and using a Job Hazard Analysis (JHA). JHA's play a critical role in identifying and mitigating risk to help keep your employees safe

while also allowing for a significant financial return for the organization. Upon completion of the training participants reviewed the following: Steps in conducting a JHA, Identifying Hazards, Conducting the Risk Assessment, Developing Control Measures, Using the Hierarchy of Controls, Writing Safe Job Procedures, and Documentation and Recordkeeping. Scott Ptak of PMA Companies presented.

- **Distracted Driver Challenge** – April is Distracted Driving Awareness Month, and we are asking every member to participate in the Distracted Driving Awareness Challenge to make employees aware of the hazards of distracted driving and help them drive safely. Over 5,000 courses have already been completed and the event is off to a good historic start. Results will be shared at the May Fund Safety Committee meeting.
- **Summer Program Planning** – Risk Control reminds all members that now is the time to schedule training for camp counselors for the summer of 2025. We recommend online training of basic safety topics, ie, Bloodborne Pathogens, Emergency Procedures, Fire Prevention and Protection, Heat Safety, PPE-Personal Protective Equipment, Safe Lifting Practices, Slip, Trip, Falls , Camps Training Program on Child Sexual Abuse and Molestation, First Aid, etc. are provided online prior to arrival to the camp, where live training is provided on municipality specific policies and procedures. Contact your risk control consultant to coordinate or learn more.
- **Tree Care Safety** – The Tree Care Industry Association (TCIA) is partnering with risk control and will present part 1 of a two-part seminar in early June. The first part will focus on industry Safety, including industry credentials (CTSP / CA / TRAQ / Accreditation) and industry standards A300 and Z133. The second part will address more tactical tasks including: working from heights, chainsaw safety, chipper safety, felling trees, proper PPE, drop zone safety, working around power line safety, and similar topics. Risk Control will announce final dates, times and locations at future meetings.
- **No Accidents Today** – updated information was shared for NAT posters, both already branded versions and ones that can be cobranded with each municipality. Updated loss information will be provided at the Fund Meeting in May.

UNDERWRITING REPORT – R. Smith

- **Website Update** – We are looking to update our member portal. Please provide any feedback or requests to the UW team as soon as possible.
- **Harbor Technology** – Please continue to have your IT teams participate in the Harbor Technology surveys, it will make for an easier cyber renewal.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Fernandez motioned to adjourn the meeting at 10:45 AM, and None seconded the motion. The motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

ALSO, PRESENT:

XXX-XXX-7420

A. Arevalo
A. Best
A. Ven Graitis
B. Erlandsen
D. Cinelli
D. Springer
G. Crosby
I. Jimenez
J. Brown
J. Hall
K. Guze
K. Correa Faro
K. Larkin
K. Skeba
L. DAlessio
M. Ferreras
M. Markulec
M. Delgado
N. Hydock
P. DeBlasio
P. Fahy
R. Hope
R. Persico
R. Smith
S. Booker
T. Fragoso