

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
April 23, 2024 at 10:00am
Via – MS Teams FOR ALL MEMBERS**

**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 – J. Sanchez
City of Perth Amboy – M. Rivera
City of Plainfield – L. Carden
Borough of Roselle – S. Smith
Township of Teaneck – D. Kazinci
Town of West New York – K. Schweitzer

APPROVAL OF 3/26/2024 MEETING MINUTES

MOTION: Commr. Kazinci
SECOND: Commr. McCall
ABSTAIN:

ADOPTION OF RESOLUTIONS

- **Resolution 16-24 – Approving Certain Disbursements – \$226,958.53**
- **Resolution 17-24 – Approving Claims Payments –\$1,078,514.92**

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

ROLL CALL OF FUND COMMISSIONERS

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EXECUTIVE DIRECTOR’S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - **Year-End Actuarial Report Status Update** – The Administrator’s office continues to review the draft of the year-end reserve study. As soon as the report is finalized, we will update the year-end financials and share them with the Commissioners.
 - **Risk Manager & Service Provider Agreements for 2024** – The Administrator’s office requests that all Risk Managers and Service Providers send copies of the fully-executed agreements between them and their clients as soon as practicable. The Administrator’s office requests that all Risk Managers and Service Providers send copies of the fully-executed agreements between them and their clients as soon as practicable.
 - **Member Assessments and Receivables Update** – The Administrator’s office requests that all Risk Managers and Service Providers send copies of the fully-executed agreements between them and their clients as soon as practicable.
- **TREASURER’S REPORT (Patrick Deblasio)**
 - **Treasury Report** – All bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - **Property Renewal** – Property renews on 7/1. Nothing for members to do at this time.
 - **Cyber Renewal** – Cyber renews on 7/1. Apps are required, no apps means no coverage. Also Harbor Technology interviews are required, so please continue to schedule these.
 - **Website Maintenance** – Please review and update the member schedules, make sure old vehicles are deleted, and when adding any new property, full COPE data is required.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Safety Seminar-Work Zone Safety** – John Matthews presented a webinar on Work Zone Safety. Manual on Uniform Traffic Control Devices (MUTCD) provides the framework for traffic movement and direction across the country although local codes may influence the requirements for a jurisdiction. Roadway size, layout and features will also require practitioners to use logic and personal assessments of the area to determine the best design for their work zones. This session will review minimum design standards according to the MUTCD, as well as best practices in applying the concepts of the MUTCD to the roadways and highways in various public entity environments. We will review and define what a work zone is, provide guidance is preparing a setting up a work zone, and review best practices when working in and around roadways.
 - **No Accidents Today!** – The multiple challenges facing municipalities were discussed, the fact most accidents and incidents can be prevented, and the value of the No Accidents Today philosophy of using proven scientific principles to create a safety culture that drives safety

performance. We are looking for advocates and champions for this important initiative and will support all member municipalities efforts to champion safety.

- **Distracted Driving Challenge** – will run from April 1st - 30th . Top municipalities will win up to \$750 award. As of 4/19, over 4,053 completions have been recorded , 28 municipalities are participating, and members continue to request training. Congratulations to all members for supporting this important effort.
- **Drive to Survive** – A seminar was provided by Chris Daly and addressed public works driving risks with heavy vehicles, addressing braking distances, distractions, the physics behind driving such large vehicles, and preventative measures. Approximately 65 drivers attended this important seminar. Thank you to Monroe Township for hosting the event.
- **EANJ Services** – A reminder that every member municipality is a member of the Employers Association of New Jersey, a nonprofit organization specializing in employment practices best practices. The EANJ will continue to provide employment practices liability training and is working on public officials training to be rolled out to all council members as needed. EANJ representatives will present at a future meeting.

○ **CLAIMS MANAGEMENT (Robert Persico)**

- **Claims KPI Report March 2023** – Bob Persico presented the claims management KPI report for March 2024. This included incoming claims volume, severity, closing ratio with financial impact and pending claim volume. 77 new claims received in March and 118 closed claims in March with a Closing ratio of 153%. There were \$685K in new reserves posted in February, \$1.04M in released reserves.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Rivera made a motion to adjourn the meeting at 10:40am and Commr. Horsley seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

ALSO, PRESENT:

XXX-XXX-9176 (Unverified)

XXX-XXX-3223 (Unverified)

XXX-XXX-8914 (Unverified)

A. Ven Graitis

B. Erlandsen

R. Crooks

D. Springer

G. Crosby

K. Guerriero,

J. Hall

J. Brown

J. Razzano

K. Guze

K. Skeba

K. Larkin

K. Connor

L. Carden

L. Graham

M. Delgado

M. O'Connell

P. Fahy

P. DeBlasio

R. Ruiz

R. Persico

R. Smith

R. Hope

S. Smith

S. Molfetas

W. Robinson