

**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 279 570 545#**

**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 – C. Hartwyk  
City of Passaic – R. Fernandez  
City of Perth Amboy – M. Rivera  
City of Plainfield – L. Carden  
Borough of Roselle – T. Missy Balmir  
Township of Teaneck – J. Hashmat  
Town of West New York – K. Schweitzer

**APPROVAL OF 6/25/2024 MEETING MINUTES**

**MOTION:** Commr. M. Rivera  
**SECOND:** Commr. A. McCall  
**ABSTAIN:**

**ADOPTION OF RESOLUTIONS**

- **Resolution 23-24 – Approving Certain Disbursements – \$4,054,555.35**
- **Resolution 24-24 – Approving Claims Payments –\$1,467,380.80**

**MOTION:** Commr. M. Rivera  
**SECOND:** Commr. L. Carden  
**ABSTAIN:**

**ROLL CALL OF FUND COMMISSIONERS**

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## EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
  - **Year-End Financial Audit Presentation (Mercadien PC)** – Messrs. Patel and Hammell presented the results of the Year-End Financial Audit. They reported an Unmodified or "Clean" opinion on the financial statements and no findings, according to GAS. The auditor recommended that management create a formal succession plan in the event of key position turnover.
  - **2024 Q2 Pre-Actuarial FastTrack Report** – Mr. Hall presented the 2nd Quarter Financial FastTrack and provided highlights. Commr. Rivera asked if the Fund could receive an analysis of the key causes of loss for workers' compensation claims across the Fund. Mr. Ven Graitis will provide this at an upcoming meeting
  - **Member Assessments and Receivables Update** – The Administrator's office has received July 1 assessment installments from five of eight members. Thank you. Past-due assessments are unchanged from June 24.
- **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 Renewal Reminder** - The 2025 renewal is coming up. Emails and reminders have been sent to all Risk Managers. At this point we need the historic loss runs in ASAP. The applications and updates are due at the end of the month. Finally the short questionnaire on business income and employed lawyers is also due at the end of month.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Safety Seminar-Hurricane Preparedness Safety Webinar Recap** – Webinar held on 7/18/24 at 1:00. Instructor(s): Edward Moffett Jr., Director - Specialized Services (PMA Companies) The NOAA is predicting the hurricane season for 2024 to be one of the most active seasons yet. The hurricane activity in the Atlantic basin is expected to have above normal activity than previous years. Are You Prepared? Participants learned what you can do to be prepared to protect employees and your property from these storms. During the session, creating a Hurricane Preparedness Plan was discussed, including covering pre-emergency actions and post-emergency actions.

- **No Accidents Today!** – We continue to look for evangelists and advocates for No Accidents Today. Loss data for all lines of coverage are being posted in the Vault LMS and May and June data is available for review. The trend line was discussed and how current claims are shown on the graphs.
- **UpFort/Arch-Cyber** – Member activation codes have been sent to IT contacts. HTG is scheduling calls to set up and review activation with each member. A webinar is scheduled for July 25th, 1:00pm, and will discuss the Upfort Shield activation, steps to take, and benefits to members.
- **Emergency Planning-Vendors** – As part of emergency planning, members should identify vendors to provide emergency services and products after an event. A contract should be put in place prior to critical events to ensure vendors will have products and services available to member municipalities. The type of services to consider include: emergency vehicle rentals, towing, storage, salvage handling, vehicle repair facilities, demolition, emergency services contractors, waste management (dumpsters), plumbers, HVAC, electricians, elevators, IT equipment/ service, and generators. Members should obtain contact information, include in a plan and post in facilities.

○ **CLAIMS MANAGEMENT (Robert Persico)**

- **Claims KPI Report June 2024** – 117 new claims received in June and 108 claims closed in June which was a 92% closing ratio. There were 992 open claims as of June 30 2024.

**MEMBER UPDATES**

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commr. McCall made a motion to adjourn the meeting at 10:55am and Commr. Carden seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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**ALSO, PRESENT:**

XXX-XXX-9176 (Unverified)

XXX-XXX-5038 (Unverified)

A. Ven Graitis  
A. McCall  
B. Erlandsen  
D. Patel  
D. Springer  
D. Voda  
G. Crosby  
J. Hall  
J. Hashmat  
J. Brown  
J. Hammell  
J. Sanchez  
J. Zisa  
K. Guze  
K. Larkin  
K. Skeba  
K. Guerriero  
L. Baez  
L. Freeman  
M. Markulec  
M. P. O'Connell  
M. Delgado  
M. Ferreras  
P. DeBlasio  
P. Fahy  
Peter Archangeli  
R. Hope  
R. Persico  
R. Smith  
R. Crooks  
S. Booker  
S. Molfetas  
S. Sykes  
T. Fragoso  
W. Dietz  
W. Robinson