

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 27, 2016**

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 27, 2016 at 8:30 a.m. at the Somerset County Park Commission Headquarters located in Bridgewater, New Jersey, has been provided through posting of said notice to the *Courier News*, and the *Hunterdon County Democrat* in accordance with Section 13 of the Open Public Meetings Act.

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL OF COMMISSIONERS

PETER PALMER	County of Somerset	Absent
RAYMOND A. BROWN	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Present
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
GERALD J. GIAIMIS	Township of Raritan	Present
JAMES T. NAPLES	Township of Bridgewater	Present
MARIE PARDO	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Absent
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
SARAH BRENNAN	Somerset County Vocational & Technical Schools	Absent
SHARON L. BRIENZA	Township of Branchburg	Absent
BRIAN MORGAN	Somerset County Library Commission	Absent
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Present
J. GARY HOWARTH	Township of Bridgewater	Present
MARVIN JOSS	Township of Clinton	Absent
SUSAN LOCKWOOD	Township of Delaware	Absent

ALSO PRESENT

EXECUTIVE DIR/ADMIN: NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.
♦ Raymond L. Hughes II ♦ Maryjane Hydro
♦ H. James Griffith ♦ Lucy Martins ♦ Nancy Sundermann

FUND ATTY/ADMINISTRATION: SAUL EWING
♦ M. Paige Berry, Esq.

CLAIMS ADMINISTRATION: QUAL-LYNX
♦ Javier B. Esparra

RISK MANAGERS:

ACRISURE

- ◆ Louis Beckerman

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

PINNACLE RISK SOLUTIONS

- ◆ Rich Duthie

RICHLAND KNOWLES AGENCY

- ◆ Michael Sabbagh

INTRODUCTION OF GUESTS: Lou Beckerman - Risk Manager for Township of Green Brook, Jamie Rick - Risk Manager for the Townships of Branchburg & Bridgewater, Rich Duthie - Risk Manager for Township of Raritan and Mike Sabbagh - Risk Manager for Township of Green Brook, were in attendance.

Commissioners Palmer & Cupit arrived at 8:36 a.m.

PUBLIC COMMENT: Commissioner Cupit was thanked for her service to the Fund as 2015 Chairman.

Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the 2016 slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN: Gerald J. Giaimis, Township of Raritan
VICE-CHAIRMAN: James T. Naples, Township of Bridgewater
SECRETARY: Marie Pardo, Township of Clinton

EXECUTIVE COMMITTEE: Diane McDaniel, Township of Delaware
Peter Palmer, County of Somerset
Raymond Brown, Somerset County Park Commission
John Trojan, Raritan Valley Community College

ALTERNATES: Raelene Catterson, Somerset County Vocational & Technical Schools
Gregory Bonin, Township of Branchburg
Brian K. Auger, Somerset County Library Commission
Kelly G. Cupit, Township of Green Brook

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Brown
SECOND: Commissioner Palmer
VOTE: Unanimous

At this time, Fund Attorney Berry administered the Oath of Office to all Commissioners and Alternates present.

The meeting was turned over to Chairman Giaimis, to follow the Reorganization Agenda.

- #16-001 Authorizing appointment of the Fund’s Officers, Executive Committee and Alternates
- #16-002 Designating regular meeting place & dates and designating the official newspapers for the 2016 Fund year
- #16-003 Designating State approved public depositories and State of NJ Cash Management Fund as official depositories of SCJIF for 2016 and each Fund account year
- #16-004 Memorializing designations of individuals authorized as Fund check signatories for the 2016 Fund year
- #16-005 Setting an interest rate on delinquent assessments for the 2016 Fund year
- #16-006 Appointing a Public Agency Compliance Officer
- #16-007 Designating the Administrator as Agent to receive service of process on behalf of the Fund and designating the Administrator's office as where the books and records shall be maintained
- #16-008 Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #16-001 to #16-008 FROM THE REORGANIZATION AGENDA:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 16, 2015 MEETING:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes commented on the operating results of the most recently completed Fund year, 2015. Notably, the Workers’ Compensation line of coverage illustrates the lowest number of claims in the Fund's history and a favorable downward trending in cost per claim. Mr. Hughes congratulated the Membership with regard to their firm commitment to Safety Management and Loss Control, two of the many elements which are so critical to achieving such results.

Fund Attorney/Litigation Services: No report submitted.

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry elaborated on Open Public Records Act (OPRA) decisions. Further, she gave an overview of Workers' Compensation legislation of interest to the Fund. The Legislative Committee will be meeting shortly to review the New 2016-2017 Legislative Session. They will review those bills carried over from last session and the positions taken by the Fund.

Third Party Administrator: No additions to report submitted.

Custodian of Funds: No additions to report submitted.

COMMITTEE REPORTS

Audit Committee: No additions to report submitted.

Coverages Committee: No additions to the report submitted.

Marketing & Strategic Planning Committee: No additions to the report submitted.

Claims Committee: No additions to the report submitted.

Safety Committee: No additions to the report submitted.

Finance Committee: In addition to the report distributed, Committee Chair, Commissioner Bonin, gave an overview of the 2016 Service Provider Request For Proposal (RFP) responses as well as the Committee recommendations.

Legislative Committee: No additions to the report submitted.

#16-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#16-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#16-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2016:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS				X
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2016:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS				X
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:02 A.M. TO DISCUSS:

Workers' Compensation Claims:

- X56339
- X60348
- X67927
- X83299
- X89787
- X95179
- Z08894
- Z12681
- Z26207
- Z31559

General Liability Claim:

- X14341

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

Commissioner Palmer left at 9:28 a.m. for another appointment.

RETURN TO RETURN TO OPEN SESSION AT 9:44 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#16-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER			X	
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

APPROVAL OF MINUTES FROM THE DECEMBER 16, 2015 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

MOTION TO ADJOURN AT 9:46 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Marie Pardo, Secretary