

CLAIMS ADMINISTRATION:

QUAL-LYNX

◆ Javier B. Esparra

◆ Jacquelyn Fresco

RISK MANAGERS:

BALKEN RISK MANAGEMENT

◆ David Balken

G.R. MURRAY

◆ Michael Sabbagh

INTRODUCTION OF GUESTS: Diane McDaniel, the newly appointed Commissioner for the Township of Delaware was introduced and welcomed to the Board.

Michael Sabbagh, Risk Manager for the Township of Delaware and David Balken, Risk Manager for the Township of Clinton were in attendance. Sadie Strober was in the audience.

PUBLIC COMMENT: Commissioner Bonin was thanked for his service to the Fund as 2013 Chairman.

Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the slate of Executive Committee and Officers for 2014. The nomination of Officers follows:

CHAIRMAN:

Brian K. Auger, Somerset County Library Commission

VICE-CHAIRMAN:

Kelly G. Cupit, Township of Green Brook

SECRETARY:

Allan D. Pietrefesa, Township of Raritan

EXECUTIVE COMMITTEE:

James T. Naples, Township of Bridgewater

Kimberly Kientz, Township of Clinton

Diane McDaniel, Township of Delaware

Peter Palmer, County of Somerset

ALTERNATES:

Raymond Brown, Somerset County Park Commission

John Trojan, Raritan Valley Community College

Diane Strober, Somerset County Vocational & Technical Schools

Gregory Bonin, Township of Branchburg

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Brown

SECOND: Commissioner Trojan

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 Auger, to follow the Reorganization Agenda.

- #14-001 Authorizing appointment of the Fund’s Officers, Executive Committee and Alternates
- #14-002 Designating regular meeting place & dates and designating the official newspapers for the 2014 Fund year
- #14-003 Designating State approved public depositories and State of NJ Cash Management Fund as official depositories of SCJIF for 2014 and each Fund account year
- #14-004 Memorializing designations of individuals authorized as Fund check signatories for the 2014 Fund year
- #14-005 Setting an interest rate on delinquent assessments for the 2014 Fund year
- #14-006 Appointing a Public Agency Compliance Officer
- #14-007 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
- #14-008 Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #14-001 to #14-008 FROM THE REORGANIZATION AGENDA:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 18, 2013 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Childress
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes commented that early indications for Fund Year 2013 were excellent and Workers’ Compensation claims were fewer in frequency and severity. Ray attributed this to the SCJIF members and the hard work of the Safety Committee.

Maryjane Hydro proposed a 2014 Meeting Calendar allowing the Commissioners to meet 7 times a year and utilize the Claims Committee during the other months to authorize payment of expenses and claims reimbursements. All pertinent information would continue to be provided to the Commissioners. Discussion followed and the Board was in agreement to adopt the 2014 Calendar.

Fund Attorney/Litigation Services: No additions to report submitted.

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry elaborated on a recent Court ruling as to whether the Open Public Meetings Act (OPMA) requires public entities to include attachments and supplemental material to agendas on their website for public meetings. The requirement should not be burdensome. As the decision of the law division does not constitute precedent, no public entity is legally bound by its decision. Consequently, each entity should review its policy and procedures prior to posting. Discussion followed.

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: Committee Chairman Trojan stated claims would be discussed in closed session.

Safety Committee: Christina Bruno advised that the Safety Committee is in the process of obtaining and reviewing Fire Prevention Plans for each Fund Member. The Safety Representatives were provided with a template to assist them in completing a Fire Prevention Plan for each location within their entity.

The next Safety Committee Meeting will be held on February 4th, 2014 at the Somerset County Vocational & Technical Schools in their TradeWins Restaurant.

Finance Committee: In addition to the report submitted, Committee Chairman Pietrefesa reviewed the 2014 Service Provider Request for Proposal (RPF) responses and the recommendations of the Committee.

Legislative Committee: No additions to the report submitted.

#14-009 RESOLUTION APPROVING THE SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			

TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

OLD BUSINESS

#14-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

NEW BUSINESS

#14-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2014:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

#14-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTACTS WITH SERVICE PROVIDERS FOR 2014:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

#14-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

#14-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

#14-015 RESOLUTION TO ENTER CLOSED SESSION AT 12:10 P.M. TO DISCUSS:

- Workers' Compensation Claim Numbers
 - W62630
 - W85088
 - X69191

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

RETURN TO OPEN SESSION AT 12:20 P.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Strober
VOTE: Unanimous

#14-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Pietrefesa
SECOND: Commissioner Kientz
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN AUGER	X			

TOGB	KELLY G. CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE MC DANIEL	X			

APPROVAL OF MINUTES FROM THE DECEMBER 18, 2013 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

MOTION TO ADJOURN AT 12:23 P.M.:

MOTION: Commissioner Strober
SECOND: Commissioner Naples
VOTE: Unanimous

Respectfully submitted,



Allan D. Pietrefesa, Secretary