

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
November 26, 2014

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER MORGAN: Adequate notice of the regular meeting of the SCJIF held on Wednesday, November 26th, 2014 at 8:34 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	Absent
JOHN TROJAN	Raritan Valley Community College	Present
DIANE STROBER	Somerset County Vocational & Technical Schools	Present
GREGORY BONIN	Township of Branchburg	Absent
BRIAN K. AUGER	Somerset County Library Commission	Absent
KELLY G. CUPIT	Township of Green Brook	Absent
ALLAN D. PIETREFESA	Township of Raritan	Absent
JAMES T. NAPLES	Township of Bridgewater	Present
VACANT	Township of Clinton	
DIANE MC DANIEL	Township of Delaware	Present

ALTERNATE COMMISSIONERS

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

ALSO PRESENT

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

FUND ATTY/LITIGATION: DiFRANCESCO, BATEMAN, COLEY, YOSPIN, KUNZMAN,
DAVIS, LEHRER & FLAUM, P.C.
♦ Stephen O. Davis, Esq.

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

CLAIMS ADMINISTRATION:

QUAL-LYNX
◆ Javier B. Esparra

RISK MANAGERS:

LAFONTAINE & BUDD
◆ James T. Rick, Jr.

ACRISURE
◆ Louis Beckerman

BALKEN RISK MANAGEMENT
◆ David Balken

INTRODUCTION OF GUESTS: James T. Rick, Jr., Risk Manager for the Townships of Branchburg and Bridgewater, Louis Beckerman, Risk Manager for the Township of Green Brook, and David Balken, Risk Manager for the Township of Clinton were in attendance.

PUBLIC COMMENT: None

Commissioner Cupit arrived at 8:36 a.m.

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 24th, 2014 MEETING:

MOTION: Commissioner Naples
SECOND: Commissioner Trojan
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes wished all in attendance a Happy Thanksgiving.

Maryjane Hydro informed the Board that 2015 Workers' Compensation Notices and Auto ID Cards will be distributed to all entities in attendance.

Further, she provided two versions of the 2015 SCJIF Commissioner's Meeting Calendar indicating meeting dates and Claims Committee teleconference dates. She advised that the only change to the historical 4th Wednesday schedule is in the month of December, which has been moved to December 16th, 2015. Any additional requests for changes to the calendar should be made prior to adoption at the Reorganization Meeting.

Fund Attorney/Litigation Services: No report at this time.

Fund Attorney/Administrative Services: Fund Attorney Berry advised that the SCJIF Return Of Surplus filing was mailed to the Department of Banking & Insurance on a timely basis. Barring communication from the State, it is anticipated that checks may be distributed at the December 17th Fund meeting.

Further, she reviewed the handout entitled "Email Do's and Don'ts" and elaborated on electronic communications subject to the Open Public Records Act (OPRA). Fund Attorney Berry encouraged the dissemination of this important message to all employees. 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: Committee Chairman Naples had no additions to the report submitted.

Claims Committee: Committee Chairman Trojan stated that the Claims Committee met telephonically on October 21st, 2014 to review the Payment Authorization Requests (PARs) and to pay expenses which will be ratified by resolution.

Safety Committee: The Safety Committee held a meeting on November 3rd, 2014 at the Somerset County Vocational & Technical Schools.

Safety Training for Back Safety/Slips, Trips & Falls was held on November 13th, 2014 at the Somerset County Park Commission Headquarters. Over 50 employees were in attendance.

Timothy Rack, Senior Staff Environmental Scientist from T&M Associates, will again be providing specialized training at the Somerset County Recycling Facility on December 15th, 2014, designed to address the facility's unique job descriptions.

2015 Safety Pocket Calendars have been distributed to each entity.

The next regularly scheduled Safety Committee Meeting will be held on December 2nd, 2014 at the Somerset County Vocational & Technical Schools TradeWins.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#14-044 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL LIVAK	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	

SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS			X	
TOD	DIANE McDANIEL	X			

OLD BUSINESS

#14-043 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN OCTOBER 2014:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL LIVAK	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS			X	
TOD	DIANE McDANIEL	X			

#14-045 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	DANIEL LIVAK	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA			X	
TOBW	JAMES T. NAPLES	X			

TOC	MARVIN JOSS			X	
TOD	DIANE McDANIEL	X			

NEW BUSINESS

#14-046 RESOLUTION INTRODUCING THE BUDGET FOR THE 2015 FUND YEAR:

Raymond Hughes commented on the 2015 budget and advised of a projected 4.5% increase over 2014. Negotiations are still ongoing with carriers at this time. Discussion followed.

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL LIVAK	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS			X	
TOD	DIANE McDANIEL	X			

#14-047 RESOLUTION TO ENTER CLOSED SESSION AT 8:54 A.M. TO DISCUSS:

- Workers' Compensation Claim Numbers:
 - X08425
 - X58202
 - X58939
 - X61054
 - X84062
 - X87262
 - X99972

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

RETURN TO OPEN SESSION AT 9:00 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#14-048 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL LIVAK	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN			X	
SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS			X	
TOD	DIANE McDANIEL	X			

APPROVAL OF MINUTES FROM THE SEPTEMBER 24th, 2014 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Maryjane Hydro congratulated the Somerset County Library Commission (SCLC) who was named as one of America’s Star Libraries. The SCLC is one of 258 Libraries nationwide and one of 7 in the State to achieve this designation.

Further, Maryjane reminded those members who will renew on January 1st, 2015, that the resolution for renewal is to be executed by their respective boards.

Lastly, she advised that assessment letters will be mailed in accordance with the introduced budget and payment is due January 1st, 2015.

The SCJIF Commissioner’s December’s Meeting will be held at the Somerville B.P.O. Elks Lodge #1068 on Wednesday, December 17th.

MOTION TO ADJOURN AT 9:03 A.M.:

MOTION: Commissioner Naples
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



Allan D. Pietrefesa, Secretary