

**SOMERSET COUNTY JOINT INSURANCE FUND**  
**FUND COMMISSIONER'S MEETING MINUTES**  
**July 23, 2014**

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**STATEMENT OF PROPER NOTICE READ BY Commissioner Cupit:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, July 23<sup>rd</sup>, 2014 at 8:33 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
DIANE STROBER	Somerset County Vocational & Technical Schools	Absent
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Absent
KELLY G. CUPIT	Township of Green Brook	Present
ALLAN D. PIETREFESA	Township of Raritan	Present
JAMES T. NAPLES	Township of Bridgewater	Present
KIMBERLY KIENTZ	Township of Clinton	Present
DIANE McDANIEL	Township of Delaware	Absent

**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. HYNICK, 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.  
◆ 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 &amp; BUDD

- ◆ James T. Rick, Jr.

ACRISURE

- ◆ Louis Beckerman

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

Commissioner Naples introduced J. Gary Howarth as the new Alternate Commissioner for the Township of Bridgewater.

**PUBLIC COMMENT:** None

**MOTION TO APPROVE MINUTES FROM THE MAY 28<sup>th</sup>, 2014 MEETING:**

**MOTION:** Commissioner Trojan

**SECOND:** Commissioner Brown

**VOTE:** Majority – Commissioners Kientz & Morgan abstain

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** No additions to the report submitted.

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

**Fund Attorney/Administrative Services:** Fund Attorney Berry addressed the inquiry made at the May 28<sup>th</sup> Commissioner's Meeting regarding closing out the early Fund years. Paige elaborated that together with Maryjane Hydro she had been communicating on more than one occasion with Qual-Lynx and the Actuary on the impact this would have to the Fund. As a result, together with New Jersey Risk Managers, her recommendation would be that the SCJIF should not close out any Fund years. Discussion followed and collectively, all Commissioners present were in agreement.

Commissioner Childress asked about the Statute of Limitations for various claims. Fund Attorney Berry and Account Manager, Javier Esparra responded.

Fund Attorney Berry distributed and reviewed a recent New Jersey Supreme Court ruling adopting broad confidentiality protections on "Common Interest Privilege" for attorney-client communications and attorney work-product, thus preventing disclosure to adverse parties. Discussion followed.

Commissioner Strober arrived at 8:38 a.m.

**Third Party Administrator:** No additions to report submitted.

**Custodian of Funds:** No additions to report submitted.

## **COMMITTEE REPORTS**

**Audit Committee:** Committee Chair Cupit recapped the Audit Committee Meeting held on June 17<sup>th</sup>, 2014. She stated that overall results of the audit were very positive in all lines of coverage with no scores below 95%. One issue mentioned for improvement on salvaged auto claims would be to shorten the length of time totaled vehicles remain in entity lots and lose value while the claim is adjusted. A protocol will be implemented to resolve this delay and yield a greater salvage return.

Maryjane Hydro remarked that the Auditors again commented that they were impressed with the excellent Medical Case Management and cooperation between Qual-Lynx and the SCJIF regarding our ability to have all our member entities & employees follow prompt reporting procedures. We continue to exceed expectations.

**Coverages Committee:** No additions to the report submitted.

**Marketing & Strategic Planning Committee:** Committee Chair Naples mentioned that Jim Griffith was in the process of reviewing possible 2015 candidates for membership in the Fund.

**Claims Committee:** Committee Chair Trojan stated that the Claims Committee met telephonically on June 25<sup>th</sup>, 2014 to review the Payment Authorization Requests and to pay expenses which will be ratified by resolution.

Maryjane Hydro added that the voucher which was presented to the Committee during the conference call now contains slightly amended claim numbers in some fund year lines due to timing. At month end, checks may have posted at Qual-Lynx, but by the time they arrive at NJRM and deposit in the bank, it may be the following month.

**Safety Committee:** The SCJIF Safety Recognition Breakfast was held on June 4<sup>th</sup>, 2014 at the Somerville B.P.O.Elks Lodge #1068 in Bridgewater, NJ. There were approximately 100 people in attendance who enjoyed the Workers' Compensation Mock Trial that was presented by guest speakers Judge Richard Hickey and Lora Northen, Esq., of Capehart & Scatchard, Joyce Newman, RN of Rapid Recovery Services, Javier Esparra and Jackie Fresco of Qual-Lynx.

Somerset County Vocational & Technical Schools received the Governor's Occupational Health & Safety Award from the Department of Labor & Workforce Development for achievement in the prevention of occupational injuries in 2013. The SCJIF 2013 Safety Incentive Program 1st Place winners who received a perpetual plaque/or plate & monetary award were Somerset County Vocational & Technical Schools, Township of Raritan, Township of Bridgewater, and Township of Delaware. The second place winner was Somerset County Park Commission who received a monetary award and a plate to add to their perpetual plaque.

The Safety Committee does not meet in July and August. The next regularly scheduled Safety Committee Meeting will be held on September 9<sup>th</sup>, 2014 at the Somerset County Vocational & Technical Schools.

**Finance Committee:** No additions to the report submitted.

**Legislative Committee:** No additions to the report submitted.

**#14-032 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	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	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	KIMBERLY KIENTZ	X			
TOD	DIANE McDANIEL			X	

**OLD BUSINESS**

**#14-031 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN JUNE 2014:**

**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 MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENTZ	X			
TOD	DIANE McDANIEL			X	

**#14-033 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	YVONNE CHILDRESS	X			
SCPC	RAYMOND BROWN	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	KIMBERLY KIENTZ	X			
TOD	DIANE McDANIEL			X	

**NEW BUSINESS**

**#14-034 RESOLUTION TO ENTER CLOSED SESSION AT 9:01 A.M. TO DISCUSS:**

- Workers' Compensation Claim Numbers:
  - X32969
  - X35433
  - X55880
  - X58730
  - X70320
  - X89787
  - X91800

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Kientz  
**VOTE:** Unanimous

**RETURN TO OPEN SESSION AT 9:07 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Brown  
**VOTE:** Unanimous

**#14-035 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

**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 MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	KIMBERLY KIENZT	X			
TOD	DIANE McDANIEL			X	

**APPROVAL OF MINUTES FROM THE MAY 28<sup>th</sup>, 2014 CLOSED SESSION:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Strober  
**VOTE:** Majority – Commissioners Kientz & Morgan abstain

**MOTION TO ADJOURN AT 9:09 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Pietrefesa  
**VOTE:** Unanimous

Respectfully submitted,



Allan D. Pietrefesa, Secretary