

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
September 25, 2013**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BONIN: Adequate notice of the regular meeting of the SCJIF held on Wednesday, September 25, 2013 at 8:35 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	Present
RAYMOND A. BROWN	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
WILLIAM G. HYNICK, JR.	Somerset County Vocational & Technical Schools	Absent
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
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	Absent
DONALD F. SCHOLL, JR.	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
DIANE STROBER	Somerset County Vocational & Technical Schools	Present
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	Absent
CYNTHIA PHILLIPS	Township of Bridgewater	Absent
MARVIN JOSS	Township of Clinton	Absent
KENNETH NOVAK	Township of Delaware	Absent

ALSO PRESENT

EXECUTIVE DIR/ADMIN: NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.
◆ Maryjane Hydro ◆ H. James Griffith
◆ Christina Bruno ◆ Harish Chandra

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
- ◆ Jacqueline Fresco

RISK MANAGERS:

BECKERMAN & COMPANY

- ◆ Louis Beckerman

BALKEN RISK MANAGEMENT

- ◆ David Balken

LAFONTAINE & BUDD, INC.

- ◆ James T. Rick, Jr.

INTRODUCTION OF GUESTS: Louis Beckerman, Risk Manager for the Township of Green Brook, David Balken, Risk Manager for the Township of Clinton and James Rick, Jr., Risk Manager for Township of Bridgewater & Township of Branchburg were in attendance. Jacqueline Fresco from Qual-Lynx was also in attendance.

PUBLIC COMMENT: None

Commissioner Childress arrived at 8:37 a.m.

MOTION TO APPROVE MINUTES FROM THE JULY 24, 2013 MEETING:

MOTION: Commissioner Brown

SECOND: Commissioner Naples

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: Maryjane Hydro advised that there were two months of reports included in the package, which reflect adjusted Incurred But Not Reported (IBNR) figures. Commissioner Palmer inquired about Fund Year 2012 and Maryjane explained that monies reimbursed from The Hartford as a result of SuperStorm Sandy have not yet been allocated to the Property line, as well as increased activity in the Workers' Compensation line.

Fund Attorney/Litigation Services: Fund Attorney Davis made the Commissioners aware of the Letter of Representation of Counsel/Affirmative Claim Letter currently being sent to entities and named defendants (employees) when his firm is assigned defense. He explained the rationale behind the forwarding of these standardized letters to named defendants and the ethical obligation to advise them of his firm's representation. Notification to the insurance company and duty to defend were also discussed.

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry highlighted the cases in her report regarding OPRA requests. She reiterated that the Court has determined requests for bank statements and check registers are a valid OPRA Request with the account numbers redacted to the last four digits of the account.

Further, Fund Attorney Berry highlighted a case involving the Conscientious Employer Protection Act ("CEPA") and its importance, due to the fact that entities may have employees who are required to bring safety issues and concerns to the attention of supervisors, and CEPA is designed to protect them.

Third Party Administrator: In addition to the reports submitted, Javier Esparra advised that current numbers contained in the two months of reports have been reviewed.

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 that the Claims Committee held a conference call on August 28, 2013 to discuss and approve expenses and claims for the month of August, 2013.

Safety Committee: In addition to the report submitted, Christina Bruno stated that the updated SCJIF Safety Manual has been finalized. A CD containing the Safety Chapters was distributed to the Safety Representative from each entity. These Chapters are also located on the password protected portion of the SCJIF Website where the Coverage Documents are located and are propriety information. The remaining information, such as Training Safety Courses, Workers' Compensation Forms and the Safety Committee Member Roster were added to the SCJIF Website public information, under the "Safety" tab.

A Safety Seminar entitled "*Playground Safety*" has been scheduled for October 2, 2013 with two sessions being held at the Somerset County Park Commission and the Township of Raritan.

The next Safety Committee Meeting will be held on October 1, 2013 at the Somerset County Vocational & Technical School.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#13-049 RESOLUTION APPROVING THE SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Cupit
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	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	DONALD F. SCHOLL, JR.	X			

OLD BUSINESS

#13-048 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN AUGUST 2013:

MOTION: Commissioner Cupit
SECOND: Commissioner Pietrefesa
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	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	DONALD F. SCHOLL, JR.	X			

OLD BUSINESS

#13-050 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

MOTION: Commissioner Cupit
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	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	DONALD F. SCHOLL, JR.	X			

Commissioner Palmer questioned if the Fund has marketed any new members for the upcoming year. Jim Griffith commented that there were no prospects for membership in 2014.

NEW BUSINESS

#13-051 RESOLUTION TO ENTER CLOSED SESSION AT 8:59 A.M. TO DISCUSS:

- Workers' Compensation Claim Numbers
 - W61010
 - X68580
 - X69058

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

RETURN TO OPEN SESSION AT 9:02 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#13-052 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Cupit
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	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	DONALD F. SCHOLL, JR.	X			

APPROVAL OF MINUTES FROM THE JULY 24, 2013 CLOSED SESSION MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Commissioner Palmer inquired what the Reinsurance Market looks like. Maryjane Hydro stated that there was a recent meeting with the Reinsurers and this year the WC market is trending as it has in the past. Jim Griffith added that the WC market is a diminishing market and we do not currently have firm numbers.

Commissioner Palmer also was curious about the return of surplus for this year. Maryjane advised that calculations will reflect the prior vote of the Board whereby years with a deficit are not included in the bottom line. Therefore, 2009 will not be available for a dividend.

Additionally, in the year 2002 there are only a small amount of dollars remaining and when the State mandated formulas are applied, there are no monies remaining for a return of surplus. Therefore, 2002 will be eliminated as well. Further, she warned that moving forward, this scenario may occur again in some of the older years as the dollar amounts diminish. Discussion followed.

Maryjane Hydro reminded the Commissioners that the October SCJIF Commissioner's Meeting will be held on October 16, 2013, as a courtesy for those attending the School Board Conference in Atlantic City.

MOTION TO ADJOURN AT 9:13 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Palmer
VOTE: Unanimous

Respectfully submitted,


Kelly G. Cupit, Secretary