

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 24, 2018**

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 24, 2018 at 8:38 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:

| | | |
|-------------------|--|---------|
| BRIAN D. LEVINE | 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 | Absent |
| GREGORY J. BONIN | Township of Branchburg | Present |
| BRIAN K. AUGER | Somerset County Library Commission | Present |
| KELLY G. CUPIT | Township of Green Brook | Present |
| DONALD HUTCHINS | Township of Raritan | Absent |
| JAMES T. NAPLES | Township of Bridgewater | Present |
| CARLA CONNER | Township of Clinton | Present |
| DIANE MC DANIEL | Township of Delaware | Present |
| DANIEL JAXEL | Borough of Raritan | Present |
| MICHAEL PAPPAS | Borough of High Bridge | 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. HYNICK, JR. | Somerset County Vocational & Technical Schools | Absent |
| MARGUERITE SCHMITT | 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 |
| TOM SILVIA | Township of Clinton | Absent |
| CHARLES HERMAN | Township of Delaware | Absent |
| ERIC COLVIN | Borough of Raritan | Absent |
| BONNIE ANN FLEMING | Borough of High Bridge | Absent |

ALSO PRESENT

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

- ◆ Raymond L. Hughes II
- ◆ Maryjane Hydro
- ◆ Lucy Martins
- ◆ H. James Griffith
- ◆ Lynn Potts

FUND ATTY/CLAIMS MANAGEMENT & LITIGATION:

DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM,
P.C.

- ◆ Stephen O. Davis, Esq.

FUND ATTY/REGULATORY COMPLIANCE & LEGISLATION:

SAUL EWING ARNSTEIN & LEHR

- ◆ M. Paige Berry, Esq.

CLAIMS ADMINISTRATION:

QUAL-LYNX

- ◆ Javier B. Esparra

RISK MANAGERS:

ACRISURE

- ◆ Louis Beckerman

BALKEN RISK

- ◆ David Balken

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

PINNACLE RISK SOLUTIONS

- ◆ Richard Duthie

RICHLAND KNOWLES AGENCY

- ◆ Michael Sabbagh

WILLIS TOWERS WATSON

- ◆ John Moore

INTRODUCTION OF GUESTS: Present at this meeting were Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, David Balken - Risk Manager for the Borough of High Bridge and Township of Clinton, Lou Beckerman for the Township of Green Brook and Michael Sabbagh – Risk Manager for the Township of Delaware.

PUBLIC COMMENT: On behalf of the Fund, thanks were extended to Commissioner Naples for his service as 2017 Chair of the Board. After explaining that the SCJIF positions rotate annually, Maryjane Hydro, Executive Vice President from New Jersey Risk Managers, presented the 2018 Slate of Executive Committee and Officers. The nomination of Officers was read as follows:

CHAIRMAN:

Diane McDaniel, Township of Delaware

VICE-CHAIRMAN:

Brian D. Levine, County of Somerset

SECRETARY:

Raymond A. Brown, Somerset County Park Commission

EXECUTIVE COMMITTEE: John Trojan, Raritan Valley Community College
Raelene Catterson, Somerset County Vocational & Technical Schools
Gregory J. Bonin, Township of Branchburg
Brian Auger, Somerset County Library Commission

ALTERNATES: Kelly G. Cupit, Township of Green Brook
Donald Hutchins, Township of Raritan
James T. Naples, Township of Bridgewater
Daniel Jaxel, Borough of Raritan
Michael Pappas, Borough of High Bridge
Carla Conner, Township of Clinton

Maryjane Hydro asked for any other nominations: NONE

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

The meeting was turned over to Chairman McDaniel, to follow actions of the Reorganization Agenda.

- #18-001 Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #18-002 Designating regular meeting place & dates and designating the official newspapers for the 2018 Fund year
- #18-003 Designating State approved public depositories as official depositories of SCJIF for 2018 and each Fund account year
- #18-004 Memorializing designations of individuals authorized as Fund check signatories for the 2018 Fund year
- #18-005 Setting an interest rate on delinquent assessments for the 2018 Fund year
- #18-006 Appointing a Public Agency Compliance Officer
- #18-007 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
- #18-008 Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #18-001 to #18-008 FROM THE REORGANIZATION AGENDA:

MOTION: Commissioner Cupit
SECOND: Commissioner Naples
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 | RAELENE CATTERSON | | | X | |

| | | | | | |
|------|-----------------|---|--|--|--|
| TOB | GREGORY BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

MOTION TO APPROVE MINUTES FROM THE DECEMBER 20th, 2017 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Majority – Commissioners Jaxel & Pappas Abstain

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes commented on Fund year 2017 appearing to close out in an advantageous position, taking into consideration a few larger losses in the Property line. He reminded the Board that losses exceeding the deductible will be recoverable from the carrier.

Fund Attorney - Claims Management & Litigation: No additions to the report submitted.

Fund Attorney – Regulatory Compliance & Legislation: In addition to the report submitted, Fund Attorney Berry provided an update on legislation pertaining to the investment abilities of Joint Insurance Funds. Discussion followed.

County Freeholder Brian D. Levine’s arrival was acknowledged at this time.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Safety Committee: In addition to the report submitted, Maryjane Hydro stated that the Safety Committee met on January 9th, 2018 at the Township of Green Brook where Chairman Raymond Murray announced the two new members of the Somerset County Joint Insurance Fund; the Borough of Raritan and the Borough of High Bridge.

Maryjane stated that as a courtesy, computer runs have been provided to all entities to assist in looking up the past Workers’ Compensation claim records in order to complete the OSHA300 forms which are a log of work related injuries & illnesses. The computer runs only capture data of lost time. It is up to the HR department, or responsible individual, to determine what is OSHA reportable by personnel records.

The next scheduled Safety Committee meeting will be at 9:00 a.m., Tuesday, February 6th, 2018, at the TradeWins Restaurant of the Somerset County Vocational and Technical Schools.

Contract Committee: Committee Chair Raymond A. Brown announced that the Committee met on Thursday, January 18th after receiving all 2018 Service Provider Request For Proposals (RFPs). Recommendations are to continue with the following incumbents:

- ✓ Yvonne Childress – Custodian of Funds
- ✓ Suplee, Clooney & Company – Auditor
- ✓ T & M Associates – Safety Management Services
- ✓ The Actuarial Advantage – Actuary
- ✓ M. Paige Berry, Esq. – Fund Attorney-Regulatory Compliance / Legislation
- ✓ DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, PC – Fund Attorney-Claims Management/ Litigation

Further, Chairman Brown stated that the Committee also recommended four additional new firms to the Defense Counsel pool which gives the fund accessibility to a wider range of litigation professionals. A complete report of the Committee recommendations was distributed.

#18-009 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 | BRIAN D. LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

OLD BUSINESS

#18-010 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 | BRIAN D. LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

NEW BUSINESS

#18-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2018:

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

| ROLL CALL VOTE | | | | | |
|----------------|-------------------|-----|----|--------|---------|
| COMMISSIONER | | YES | NO | ABSENT | ABSTAIN |
| COS | BRIAN D. LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

#18-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2018:

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

| ROLL CALL VOTE | | | | | |
|----------------|-------------------|-----|----|--------|---------|
| COMMISSIONER | | YES | NO | ABSENT | ABSTAIN |
| COS | BRIAN D LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

Raymond Hughes, explained enhancements to the 2018 Risk Management Plan which include moving the Property Insurance coverage from The Hartford Insurance Company to Zurich for broader coverage at a greater savings. The Hartford was in the midst of revamping their property limit offerings which were not completed prior to the January 1st term.

#18-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#18-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

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

| ROLL CALL VOTE | | | | | |
|----------------|-------------------|-----|----|--------|---------|
| COMMISSIONER | | YES | NO | ABSENT | ABSTAIN |
| COS | BRIAN D. LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | X | | | |
| BHB | MICHAEL PAPPAS | X | | | |

#18-015 RESOLUTION TO ENTER CLOSED SESSION AT 8:57 A.M. TO DISCUSS:

Workers' Compensation Claims:

- 001121865
- 001189967
- 001203323
- 001245518
- 001246182
- 001263653
- 2017101684
- 2018109970

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:08 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

#18-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Majority – Commissioners Jaxel and Pappas Abstain

| ROLL CALL VOTE | | | | | |
|----------------|-------------------|-----|----|--------|---------|
| COMMISSIONER | | YES | NO | ABSENT | ABSTAIN |
| COS | BRIAN D. LEVINE | X | | | |
| SCPC | RAYMOND A. BROWN | X | | | |
| RVCC | JOHN TROJAN | X | | | |
| SCVT | RAELENE CATTERSON | | | X | |
| TOB | GREGORY J. BONIN | X | | | |
| SCLC | BRIAN AUGER | X | | | |
| TOGB | KELLY G. CUPIT | X | | | |
| TOR | CAROL BARBATI | X | | | |
| TOBW | JAMES T. NAPLES | X | | | |
| TOC | CARLA CONNER | X | | | |
| TOD | DIANE Mc DANIEL | X | | | |
| BOR | DANIEL JAXEL | | | | X |
| BHB | MICHAEL PAPPAS | | | | X |

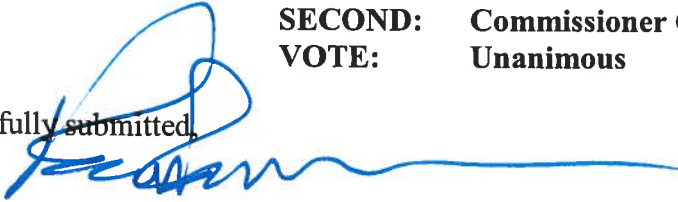
MOTION TO APPROVE MINUTES FROM THE DECEMBER 20th, 2017 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Majority – Commissioners Jaxel and Pappas Abstain

MOTION TO ADJOURN AT 9:11 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Raymond A. Brown, Secretary