

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
November 22, 2017**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES: Adequate notice of the regular meeting of the SCJIF held on Wednesday, November 22nd, 2017 at 8:37 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
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Present
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Absent
KELLY G. CUPIT	Township of Green Brook	Absent
DONALD HUTCHINS	Township of Raritan	Present
JAMES T. NAPLES	Township of Bridgewater	Present
MARIE PARDO	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
DANIEL J. LIVAK	Somerset County Park Commission	Absent
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	Absent
J. GARY HOWARTH	Township of Bridgewater	Present
JESSE LANDON	Township of Clinton	Absent
CHARLES HERMAN	Township of Delaware	Absent

ALSO PRESENT

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

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

FUND ATTY/LITIGATION:

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

- ◆ Stephen O. Davis, Esq.

FUND ATTY/ADMINISTRATION:

SAUL EWING ARNSTEIN & LEHR LLP

- ◆ 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

INTRODUCTION OF GUESTS:

Louis Beckerman – Risk Manager for the Township of Green Brook, David Balken – Risk Manager for the Township of Clinton, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, Rich Duthie – Risk Manager for the Township of Raritan and Michael Sabbagh – Risk Manager for the Township of Delaware were all present.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 27th, 2017 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: Raymond Hughes mentioned that the reports submitted for the 2017 Fund year reflect a reserve change in the Property line due to a recent claim.

Further, Raymond stated that municipalities have expressed an interest in Fund membership. Discussion followed.

MOTION TO ACCEPT THE FOLLOWING PUBLIC ENTITIES WHO HAVE EXPRESSED INTEREST IN MEMBERSHIP INTO THE FUND, EFFECTIVE 1/1/2018, PENDING COMPLETED APPLICATIONS, UNDERWRITING REVIEW AND EXECUTED RESOLUTIONS:

- Borough of High Bridge, Hunterdon County
- Township of Readington, Hunterdon County
- Township of Bernards, Somerset County
- Borough of Raritan, Somerset County
- Township of Warren, Somerset County

MOTION: Commissioner Palmer
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

Maryjane Hydro provided additional information to the Board regarding the recent enhancement to the SCJIF Workers' Compensation program with regard to free transportation when utilizing Concentra medical facilities. October 23rd, 2017 it was announced that Concentra, occupational medicine and urgent care provider, had purchased all USHealthWorks locations. The transition of this purchase agreement may take up to 90 days to become effective.

2018 Auto ID Cards and 2018 Workers' Compensation Notice Posters were distributed to all Fund members.

The Proposed 2018 Meeting Schedule was reviewed and any conflicts or change requests were requested prior to the December Meeting.

The timeline regarding the SCJIF Fair and Open process for soliciting Professional Services Requests For Proposals was shared with the Commissioners.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry announced that the State Department of Banking and Insurance had contacted New Jersey Risk Managers and subsequently provided her office with an approval letter for the Return of Surplus.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Audit Committee: No additions to the 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 in addition to the report of the teleconference held on October 25th, new claims will be discussed in Closed Session.

Safety Committee: In addition to the report submitted, Maryjane Hydro mentioned that on November 17th, Recycling had their annual Safety Training created by our Safety Management Services specifically for the County facility focusing on their job descriptions. One class was created for curbside employees and one class for plant employees. Also that same day, "Hazard Identification for Supervisors" Safety Training was held, with over 30 various Fund Member Administrators, Managers, Supervisors and Department Heads in attendance.

All were reminded that the 2017 Safety Incentive Program will be concluding on December 31st. Qualifying submissions should be forwarded to T&M Associates and/or New Jersey Risk Managers.

The next scheduled meeting will be at 9:00 a.m. on Tuesday, December 5th, at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#17-044 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Brown
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#17-043 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN OCTOBER 2017

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#17-045 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#17-046 RESOLUTION INTRODUCING THE BUDGET FOR THE 2018 FUND YEAR:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

At this time, Raymond Hughes informed the Board that a *decrease* of less than .88% from the 2017 budget was being presented. After negotiations with the insurance carriers and operating expenses are finalized and the 2018 amended budget is prepared, historically, even greater savings may be achieved. Inquiries from the Commissioners regarding a decrease in assessments were explained as partially due to the Fund's long standing relationships and favorable reputation with insurance carriers, claims management, and the on-going efforts of the Safety Committee.

#17-047 RESOLUTION TO ENTER CLOSED SESSION AT 9:17 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

Workers' Compensation Claims:

- X09790
- Z44734
- 2017093631
- 2018112043
- 2018112305

MOTION TO RETURN TO REGULAR MEETING AT 9:25 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

#17-048 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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	RAELENE CATTERSON	X		
TOB	GREGORY J. BONIN	X		
SCLC	BRIAN AUGER			X

TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#17-049 RESOLUTION AUTHORIZING AN INTER TRUST FUND TRANSFER:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
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	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 27th, 2017 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

Entities that will be renewing membership on January 1st, 2018, have been sent resolutions for renewal to be executed by their respective boards and returned to New Jersey Risk Managers & Consultants. Assessment letters will be mailed in accordance with the introduced budget and payment is due January 1st, 2018.

The December Meeting will be held at the Somerville B.P.O. Elks Lodge #1068 on Wednesday, December 20th.

MOTION TO ADJOURN AT 9:28 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

Respectfully submitted,

Diane McDaniel, Secretary

