

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
November 23, 2016

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BARBATI: Adequate notice of the regular meeting of the SCJIF held on Wednesday, November 23rd, 2016 at 8:32 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
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	Present
VACANT	Township of Raritan	Absent
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	Absent
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
SARAH COSTA	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
MARVIN JOSS	Township of Clinton	Absent
SUSAN LOCKWOOD	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.

- ◆ Timothy P. Beck, Esq.

FUND ATTY/ADMINISTRATION: SAUL EWING

- ◆ 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.

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, James T. Rick, Jr. - Risk Manager for the Townships of Branchburg and Bridgewater, and Michael Sabbagh – Risk Manager for the Township of Delaware were in attendance.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 28, 2016 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Brown

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the reports submitted, Raymond Hughes pointed out positive developments in claim development of recent Fund years.

Maryjane Hydro mentioned that 2017 auto ID cards and 2017 Workers' Compensation Notice Posters have been distributed to all Fund Members. Should there be any conflicts prior to adoption, the 2017 proposed meeting calendar was distributed for review and comment. The Board was also informed of the timeline for the SCJIF Fair and Open process for soliciting Requests For Proposals regarding 2017 Professional Services.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry reviewed correspondence from the Department of Banking and Insurance regarding the 2016 Return of Surplus and the Dividend Distribution, which will be made at the December Commissioner's Meeting.

Further, she discussed an Appellate Division decision regarding Open Public Records Act (OPRA). A declaratory judgment requesting the court to make a decision was denied stating that OPRA requires the governmental body, its legal counsel & prior court decisions when making difficult determinations on OPRA requests.

Third Party Administrator: No addition to the reports submitted.

Custodian of Funds: No addition to the reports 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 the Committee met on October 26th to review the Payment Authorization Requests (PAR) and authorize payment of current expenses & claims reimbursements for the month of October 2016 and will be discussing current claims in closed session.

Safety Committee: In addition to the reports submitted, Maryjane Hydro informed the Board that a Safety Seminar was held on November 3rd for Safe Lifting and Back Safety as well as Bucket Truck and Wood Chipper Safety Training. There were approximately 55 employees in attendance. On December 1st, Recycling is having their annual Safety Training created by our Safety Management Consultants specifically for the County facility and their job descriptions. The first class is for Curbside Employees and a second class is held for the Plant Employees.

There was a reminder that the 2016 SCJIF Safety Incentive Program will be concluding on December 31st. All qualifying submissions should be forwarded to T&M Associates and/or New Jersey Risk Managers.

The next scheduled Safety Committee Meeting will be Tuesday, December 6th, 2016 at 9:30 a.m. at the Somerset County Vocational & Technical Schools.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#16-045 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	PETER PALMER			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	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#16-044 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN OCTOBER 2016:

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 BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-046 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND 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 BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#16-047 RESOLUTION INTRODUCING THE BUDGET FOR THE 2017 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 BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

Raymond Hughes commented on the 2017 budget and advised of a projected increase of slightly 2% over 2016. Negotiations are still ongoing with carriers at this time. Discussion followed.

#16-048 RESOLUTION TO ENTER CLOSED SESSION AT 8:51 A.M. TO DISCUSS:

Workers' Compensation Claims:

- W62699
- X78873
- Z16883
- Z43498
- Z44040

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:02 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#16-049 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
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 BONIN	X			
SCLC	BRIAN AUGER			X	
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 28, 2016 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Unanimous

The SCJIF Commissioner's December's Meeting will be held at the Somerville B.P.O. Elks Lodge #1068 on Wednesday, December 21st.

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

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Unanimous

Respectfully submitted,



Marie Pardo, Secretary