

**SOMERSET COUNTY JOINT INSURANCE FUND  
FUND COMMISSIONER'S MEETING MINUTES  
December 20, 2017**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, December 20<sup>th</sup>, 2017 at 9:07 a.m. at the Somerville B.P.O. Elks Lodge #1068 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 | 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                            | Present |
| JAMES T. NAPLES   | Township of Bridgewater                        | Present |
| MARIE PARDO       | Township of Clinton                            | Absent  |
| DIANE McDANIEL    | Township of Delaware                           | 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                        | Present |
| 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 Potts

**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:**

Senator Christopher “Kip” Bateman, Lou Beckerman – Risk Manager for the Township of Green Brook, Dave Balken – Risk Manager for the Township of Clinton, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, and Michael Sabbagh – Risk Manager for the Township of Delaware, Lisa Gallo, WC Client Services Manager from Qual Care and Michelle Fresco Safety Committee Representative from the Somerset County Vocational and Technical Schools were in attendance.

**PUBLIC COMMENT:** None

**MOTION TO APPROVE MINUTES FROM THE NOVEMBER 22<sup>nd</sup> MEETING:**

**MOTION:** Commissioner Trojan

**SECOND:** Commissioner Bonin

**VOTE:** Unanimous

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** In addition to the report contained in the package, Raymond Hughes announced two new members joining the Somerset County Joint Insurance Fund effective January 1, 2018.

- *Borough of Raritan in Somerset County*
- *Borough of High Bridge in Hunterdon County*

Raymond Hughes acknowledged the Borough of High Bridge Risk Manager, Dave Balken, and thanked him for his extra efforts.

In addition, Raymond Hughes was very pleased to announce the distribution of the Dividend Checks to each Fund Member and wished all present a very Happy Holiday and Prosperous 2018.

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

**Fund Attorney/Administrative Services:** Fund Attorney Berry announced that Legislation was passed in both Houses expanding Joint Insurance Fund investments. Once the Bill is signed, it is recommended that there be an appropriate review and updating of the Cash Management Plan.

**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 new claims will be discussed in Closed Session.

**Safety Committee:** Maryjane Hydro reminded all present that the 2017 Safety Incentive Program will be concluding on December 31<sup>st</sup>. Any additional qualifying submissions should be forwarded to T&M Associates and/or New Jersey Risk Managers.

In addition to the report submitted, Maryjane Hydro mentioned that the next Safety Committee Meeting will be on Tuesday, January 9<sup>th</sup>, 2018 at the Township of Green Brook.

**Finance Committee:** Committee Chairman Brown shared with the Commissioners that pursuant to the Fair and Open process in accordance with N.J.S.A. 19:44A-20.4, et seq. the Fund solicited responses from professional service entities due on December 14<sup>th</sup>. The Committee will meet prior to the Reorganization Meeting to make recommendations.

**Legislative Committee:** In addition to the report submitted, Fund Attorney Berry stated that the Committee will be meeting after the new governing body is in place and legislation is introduced in the new legislative session.

**#17-050 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Bonin  
**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 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**

**#17-051 RESOLUTION RATIFYING PAYMENT OF EXPENSES & 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 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 OPEN THE MEETING FOR PUBLIC COMMENT ON THE BUDGET AT 9:18 A.M.:**

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

**PUBLIC COMMENT: None**

**MOTION FOR RETURN TO OPEN SESSION AT 9:19 A.M.:**

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

**#17-052 RESOLUTION ADOPTING THE BUDGET FOR THE 2018 FUND YEAR:**

**MOTION: Commissioner Trojan**  
**SECOND: Commissioner Brown**  
**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 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**

**#17-053 RESOLUTION TO ENTER CLOSED SESSION AT 9:21 A.M.:**

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

Workers' Compensation Claims:

- W67089
- X35433
- X60527
- Z36157
- Z38693
- Z44517
- 2017089559
- 2017098354
- 2018112305

**MOTION TO RETURN TO REGULAR MEETING AT 9:28 A.M.:**

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

**#17-054 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**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 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 NOVEMBER 22<sup>nd</sup>, 2017 CLOSED SESSION:**

**MOTION: Commissioner Trojan**

**SECOND: Commissioner Cupit**

**VOTE: Unanimous**

Maryjane Hydro reminded the Commissioners that Assessments are due January 1<sup>st</sup>, 2018. Additionally, those Fund Members with outstanding Resolutions for Membership Renewal and Indemnity & Trust Agreements were requested to return them to New Jersey Risk Managers.

Thanks were offered to Commissioner James Naples for his service during 2017 to his fellow Board Members as Chairman of the Somerset County Joint Insurance Fund.

**MOTION TO ADJOURN AT 9:32 A.M.:**

**MOTION: Commissioner Trojan**

**SECOND: Commissioner Cupit**

**VOTE: Unanimous**

Respectfully submitted,

  
Diane McDaniel, Secretary