

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
December 21, 2016**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BARBATI: Adequate notice of the regular meeting of the SCJIF held on Wednesday, December 21st, 2016 at 9:16 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	Present
RAYMOND A. BROWN	Somerset County Park Commission	Absent
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	Present
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	Present
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	Present
RAYMOND S. MURRAY	Township of Green Brook	Present
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.
◆ Stephen O. Davis, 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

PINNACLE RISK SOLUTIONS
◆ Rich Duthie

RICHLAND KNOWLES AGENCY
◆ Michael Sabbagh

INTRODUCTION OF GUESTS: At this meeting were Louis Beckerman - Risk Manager for the Township of Green Brook, David Balken - Risk Manager for the Township of Clinton, Rich Duthie – Risk Manager for the Township of Raritan and Michael Sabbagh – Risk Manager for the Township of Delaware. Patricia Centofanti the Clinton Township Tax Collector and Steven Caggiano from Pinnacle Risk Solutions were also in attendance.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE NOVEMBER 23rd, 2016 MEETING:

MOTION: Commissioner Naples
SECOND: Commissioner Bonin
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: Raymond Hughes extended Holiday Wishes to all present. He congratulated members of the Somerset County Joint Insurance Fund on another successful year with the December meeting distribution of 2016 Return of Surplus Dividend Checks, which has now become a SCJIF tradition.

Thanks were offered to the Township of Raritan Commissioner, Carol Barbati, for her support as Chairperson of the Fund Board during 2016. As the Executive Committee positions rotate in 2017, we look forward to working with James Naples, Commissioner from the Township of Bridgewater, who will be the 2017 Chairman.

The 2017 SCJIF Committees were distributed. The continued cooperation and support of the Commissioners in their new assignments will be most appreciated.

Fund Attorney/Litigation Services: No report submitted.

Fund Attorney/Administrative Services: In addition to the report distributed, Fund Attorney Berry reviewed case law and legislation of importance to the Fund and its members. Of particular interest was discussion regarding A4232 & S2663 which, if passed, would allow joint insurance funds to invest in certain bonds, notes and other obligations of State and Federal agencies and to form joint cash management and investment programs.

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 report submitted.

Coverages Committee: No additions to the report submitted.

Marketing & Strategic Planning Committee: No additions to the report submitted.

Claims Committee: No additions to the report submitted.

Safety Committee: In addition to the report submitted, Maryjane Hydro stated that the Safety Committee met on December 6th and discussed the recently updated OSHA Walking-Working Surfaces Standards and Personal Fall Protection System Requirements. In the first quarter of 2017 Safety Training will be focusing on these new standards.

The 2016 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 meeting will be 9:00 a.m., Tuesday, January 3rd 2017, at the Township of Green Brook.

Finance Committee: In addition to the report submitted, Committee Chairman Bonin stated that on December 1st, the SCJIF solicited responses from professional service entities, which were due back December 15th. The 2017 Finance Committee will review the bids for compliance, in order to make a recommendation to the full Board of Commissioners at the Reorganization Meeting.

Legislative Committee: No additions to the report submitted.

#16-050 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Bonin

SECOND: Commissioner Pardo

VOTE: Roll Call

COMMISSIONER		ROLL CALL VOTE			
		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	DANIEL LIVAK	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

#16-051 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	DANIEL LIVAK	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 OPEN THE MEETING FOR PUBLIC COMMENT ON THE BUDGET AT 9:34 A.M.:

MOTION: Commissioner Catterson
SECOND: Commissioner Bonin
VOTE: Unanimous

PUBLIC COMMENT: Commissioner Palmer inquired what the 2017 budget increase was over 2016. Raymond Hughes states that it was slightly over 2% and expected to be marginally lower when the amended budget is introduced.

MOTION TO RETURN TO OPEN SESSION AT 9:35 A.M.:

MOTION: Commissioner Catterson
SECOND: Commissioner Bonin
VOTE: Unanimous

#16-052 RESOLUTION ADOPTING THE BUDGET FOR THE 2017 FUND YEAR:

MOTION: Commissioner Bonin
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	DANIEL LIVAK	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			

Commissioner Palmer left at this time for another appointment.

NEW BUSINESS

#16-053 RESOLUTION TO ENTER CLOSED SESSION AT 9:36 A.M. TO DISCUSS:

Workers' Compensation Claim:

- Z41075

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION AT 9:42A.M.:

MOTION: Commissioner Catterson
SECOND: Commissioner Naples
VOTE: Unanimous

#16-054 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL LIVAK	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 NOVEMBER 23rd, 2016 CLOSED SESSION:

MOTION: Commissioner Catterson
SECOND: Commissioner Bonin
VOTE: Unanimous

Maryjane Hydro reminded the Board that the Reorganization Meeting will be held on Wednesday, January 25th, 2017 at the Somerset County Park Commission.

MOTION TO ADJOURN AT 9:45 A.M.:

MOTION: Commissioner Catterson
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,



Marie Pardo, Secretary