

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
February 1, 2017**

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, February 1st, 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	Absent
RAYMOND A. BROWN	Somerset County Park Commission	Absent
JOHN TROJAN	Raritan Valley Community College	Absent
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Absent
GREGORY BONIN	Township of Branchburg	Absent
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
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
MARVIN JOSS	Township of Clinton	Absent
SUSAN LOCKWOOD	Township of Delaware	Absent

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

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

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

PINNACLE RISK SOLUTIONS

- ◆ Richard Duthie

RICHLAND KNOWLES AGENCY

- ◆ Michael Sabbagh

INTRODUCTION OF GUESTS: Present at this meeting were Dave Balken - Risk Manager for the Township of Clinton, Mike Sabbagh – Risk Manager for the Township of Delaware, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, Rich Duthie – Risk Manager for the Township of Raritan and Steve Caggiano from Pinnacle Risk Solutions.

PUBLIC COMMENT: On behalf of the Fund, thanks were extended to Commissioners Barbati and Pardo for their service to the Board during 2016.

After explaining that the SCJIF positions rotate annually, Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the 2017 slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN: James T. Naples, Township of Bridgewater

VICE-CHAIRMAN: Marie Pardo, Township of Clinton

SECRETARY: Diane McDaniel, Township of Delaware

EXECUTIVE COMMITTEE: Peter Palmer, County of Somerset
Raymond A. Brown, Somerset County Park Commission
John Trojan, Raritan Valley Community College
Raelene Catterson, Somerset County Vocational & Technical Schools

ALTERNATES: Gregory Bonin, Township of Branchburg
Brian K. Auger, Somerset County Library Commission
Kelly G. Cupit, Township of Green Brook
Commissioner, Township of Raritan

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Cupit
SECOND: Commissioner Pardo
VOTE: Unanimous

At this time the Fund Attorney, Stephen Davis, issued 'Oath of Office' to all Commissioners and Alternate Commissioners present.

The meeting was turned over to Chairman Naples, to follow the Reorganization Agenda.

- #17-001 Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #17-002 Designating regular meeting place & dates and designating the official newspapers for the 2017 Fund year
- #17-003 Designating State approved public depositories as official depositories of SCJIF for 2017 and each Fund account year
- #17-004 Memorializing designations of individuals authorized as Fund check signatories for the 2017 Fund year
- #17-005 Setting an interest rate on delinquent assessments for the 2017 Fund year
- #17-006 Appointing a Public Agency Compliance Officer
- #17-007 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
- #17-008 Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #17-001 to #17-008 FROM THE REORGANIZATION AGENDA:

MOTION: Commissioner Naples
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 DECEMBER 21st, 2016 MEETING:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes elaborated on the claims experience of the Fund years contained in the report and current favorable performance in more recent years.

Fund Attorney/Litigation Services: In addition to the report submitted, Fund Attorney Davis commented on the Safety Committee report where they shared the various methods utilized by municipalities in instances where citizen's mailboxes may have been damaged or destroyed during the winter storm season. Discussion followed.

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry reminded all parties that 'attorney invoices' are subject to disclosure under the Open Public Records Act.

Third Party Administrator: The Loss Performance Summary has been delayed due to a major data conversion by the Claims Administrator's computer system.

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 January 3rd, 2017 at the Township of Green Brook. One of the topics discussed was solar panels installed on elevated surfaces with parking allowed underneath and the potential exposure for not only snow conditions, but freeze & thaw with unpredictable falling ice hazards and the risk of personal injury and/or property damage.

Safety Training for the new OSHA General Industry Walking-Working Surfaces and Fall Protection Standards has been scheduled for Friday, February 24th, 2017 from 8:00 a.m. to 10:00 a.m. at the Somerset County Park Commission second floor training room.

The next scheduled Safety Committee meeting will be 9:00 a.m., Tuesday, February 7th, 2017, at the TradeWins Restaurant of the Somerset County Vocational and Technical School.

Finance Committee: In addition to the report submitted, Maryjane Hydro stated that the Committee met January 17th to review the 2017 Service Provider Request for Proposals (RFPs) submissions. A summary of the Committee recommendations are contained in the report. If accepted, contracts and letters will be issued in accordance with the recommendations.

Legislative Committee: No additions to the report submitted.

#17-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
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			

OLD BUSINESS

#17-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

MOTION: Commissioner Auger
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			

NEW BUSINESS

#17-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2017:

MOTION: Commissioner Cupit
SECOND: Commissioner Auger
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			

#17-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2017:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
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			

#17-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

MOTION: Commissioner Auger
SECOND: Commissioner McDaniel
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			

#17-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
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			

#17-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:08 A.M. TO DISCUSS:

Workers' Compensation Claims:

- X89250
- Z31191
- Z44040
- Z47111
- Z47154
- Z49630
- 201789540

Auto Liability Claim:

- X68631

MOTION: Commissioner McDaniel
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:20 A.M.:

MOTION: Commissioner Cupit
SECOND: Commissioner Auger
VOTE: Unanimous

#17-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Cupit
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 DECEMBER 21st, 2016 CLOSED SESSION:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO ADJOURN AT 9:22 A.M.:

MOTION: Commissioner Auger
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Diane McDaniel, Secretary