

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

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES: Adequate notice of the regular meeting of the SCJIF held on Wednesday, March 22nd, 2017 at 8:36 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	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
DONALD HUTCHINS	Township of Raritan	Present
JAMES T. NAPLES	Township of Bridgewater	Present
MARIE PARDO	Township of Clinton	Absent
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
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

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

PINNACLE RISK SOLUTIONS

- ◆ Richard Duthie

RICHLAND KNOWLES AGENCY

- ◆ Michael Sabbagh

INTRODUCTION OF GUESTS: Timothy P. Beck, Esq., of the DiFrancesco Bateman Law Firm will make a presentation during Closed Session, and Mark Worthington, Group Manager from T&M Associates will be discussing a report during the Safety portion. Louis Beckerman – Risk Manager for the Township of Green Brook, Rich Duthie – Risk Manager for the Township of Raritan, David 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 were all present.

Maryjane Hydro introduced Donald Hutchins as the new Commissioner for the Township of Raritan. Raymond Hughes acknowledged his many years of experience and service to Raritan Township. Congratulations were offered and we look forward to the continued working relationship with Donald as Commissioner.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE FEBRUARY 1st, 2017 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Auger

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes stated that Incurred But Not Reported (IBNR) financial figures as of 12-31-16 have been updated in the reports. Also, the final 2017 Budget will be presented at the May meeting when all endorsements have been received.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry summarized recent court decisions regarding the New Jersey Tort Claims Act and the Open Public Records Act (OPRA). Discussion followed.

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: Committee Chairman Trojan stated that in addition to the report on the teleconference held February 22nd, new claims will be discussed in Closed Session.

Safety Committee: In addition to the report submitted, Maryjane Hydro stated that the Safety Committee met on February 7th and March 7th at the Somerset County Vocational & Technical School. Safety Training was held February 24th for the new OSHA General Industry Walking-Working Surfaces & Personal Fall Protection Standards. Approximately 65 employees attended.

The 2017 Safety Recognition Breakfast will be held on Tuesday, June 6th at the Somerville B.P.O.Elks #1068. Invitations have been sent out to Safety Committee Members.

The next scheduled Safety Committee meeting will be 9:00 a.m., Tuesday, April 4th, 2017, at the TradeWins Restaurant of the Somerset County Vocational and Technical School.

Mark Worthington, of T&M Associates, presented the 2016 Year End Worker’s Compensation Trend Analysis and Evaluation. Results are favorable due to the efforts of the active Safety Program. Discussion followed.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#17-018 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			

TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#17-017 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN FEBRUARY 2017

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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

#17-019 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS

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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

Raymond Hughes took the opportunity to explain that in an effort to assist SCJIF Fund Members in controlling costs, managing services and invoicing for Auto Physical Damage, New Jersey Risk Managers & Consultants has been formulating a SCJIF Best Practices Program which will be instituted in the near future. The Program will include Field Estimating, Auto Body Shop Prepared Appraisals, a Re-Inspection Program and SCJIF Approved Direct Repair Facilities. Entities currently required to go out to bid and contract for these services would no longer need to do so.

#17-020 RESOLUTION TO ENTER CLOSED SESSION AT 9:03 A.M. TO DISCUSS:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Workers' Compensation Claims:

- W66783
- X17534
- X42336
- X48480
- X88631
- 2017089559

MOTION TO RETURN TO REGULAR MEETING AT 9:53 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Hutchins
VOTE: Unanimous

#17-021 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
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 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 FEBRUARY 1ST, 2017 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO ADJOURN AT 9:54 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Diane McDaniel, Secretary