

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
July 27, 2016**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES: Adequate notice of the regular meeting of the SCJIF held on Wednesday, July 27th, 2016 at 8:34 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	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	Present
KELLY G. CUPIT	Township of Green Brook	Absent
GERALD J. GIAIMIS	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 BRENNAN	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
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 ◆ Nancy Sundermann ◆ 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:

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

INTRODUCTION OF GUESTS: James T. Rick, Jr., Risk Manager for the Townships of Branchburg and Bridgewater was in attendance.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE MARY 25, 2016 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Brown

VOTE: Majority – Murray Abstains

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes stated that the loss reports will reflect current Incurred But Not Reported (IBNR) figures as soon as they are received from the Actuary.

Further, Raymond mentioned that the Somerset County Park Foundation recently celebrated their 60th Anniversary and honored Freeholder Peter Palmer for his service. All in attendance warmly added their congratulations.

Maryjane Hydro informed the Board that 2017 renewal applications will be forwarded to members shortly.

Please contact New Jersey Risk Managers immediately when there any property losses occur, such as fire, water, wind, etc. The office and staff are available 24/7 to assist with emergency remediation arrangements. Keep in mind that in such instances, the Somerset County Joint Insurance Fund does not have property deductibles that can impact budgets or cause concern.

Maryjane reminded the Commissioners that on August 2nd a training seminar for Employment Practices Liability will be held at Raritan Valley Community College. CHUBB, our Public Entity carrier, familiar with the coverages provided to the Fund, as well as an experienced litigator from Littler Mendelson will speak. Topics will include but not be limited to hiring & discharging, drafting & updating personnel & employment policies, wrongful termination, harassment, discrimination, whistleblowing, retaliation, breach of contract, FLMA, and disability accommodations, along with other areas of focus. Supervisors, Managers, Department Heads and Law Enforcement are encouraged to attend this valuable training.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry reviewed recent NJ Supreme Court LAD decision. Discussion followed. There was also a conversation involving the return of surplus which will be presented in September.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Audit Committee: In addition to the report submitted, Committee Chairman Auger stated that he met with the Claims Administrators, Auditors and Executive Director/Administrator/TPA on June 8th to review the recently concluded Claims Audit. A summary of the findings are contained in the report.

Coverages Committee: In addition to the report submitted, Committee Chairman Palmer inquired as to the probability of new membership for 2017. Raymond Hughes responded that at this time the year does not appear to provide membership opportunities. However, potential members may be up for renewal in 2018.

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

Claims Committee: Committee Chairman Trojan stated that the Committee met on June 22nd to review the Payment Authorization Requests (PAR) and authorize payment of current expenses & claims reimbursements for the month of June 2016 and again on July 14th to discuss a claim settlement which will be discussed in closed session.

Safety Committee: In addition to the report submitted, Maryjane Hydro informed the Board that the Safety Recognition Breakfast was held on Thursday, June 2nd. The guest speakers from Concentra discussed “*Smart Management For An Aging Workforce*”. 2015 Governor’s Occupational Safety & Health Awards along with the Somerset County Joint Insurance Fund 2015 Safety Incentive Program Winners were announced.

On July 18th WorkZone & Flagger Safety Training was held at Raritan Valley Community College with approximately 40 employees in attendance. Employment Practices Liability Training is scheduled for August 2nd, 9:00 a.m. at RVCC.

In the absence of Safety Committee meetings in July & August, a Summer Safety Package mailing was distributed to all Safety Representatives. The next scheduled meeting will be Tuesday, September 6th, 2016 at 9:30 a.m. at the Township of Green Brook.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#16-032 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Brown
SECOND: Commissioner Trojan
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	RAYMOND S. MURRAY	X			
TOR	GERALD J. GIAIMIS			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#16-031 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN JUNE 2016:

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	RAYMOND S. MURRAY	X			
TOR	GERALD J. GIAIMIS			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-033 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
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	RAYMOND S. MURRAY	X			

TOR	GERALD J. GIAIMIS			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#16-034 RESOLUTION TO ENTER CLOSED SESSION AT 8:58 A.M. TO DISCUSS:

Workers' Compensation Claims:

- X80301
- Z24924
- Z34052
- Z37982

General Liability Claim:

- X95554

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION AT 9:04 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

#16-035 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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	RAYMOND S. MURRAY	X			
TOR	GERALD J. GIAIMIS			X	
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

APPROVAL OF MINUTES FROM THE MAY 25, 2016 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Majority – Murray Abstains

MOTION TO ADJOURN AT 9:06 A.M.:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



Marie Pardo, Secretary