

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
September 28, 2016

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BARBATI: Adequate notice of the regular meeting of the SCJIF held on Wednesday, September 28th, 2016 at 8:32 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	Absent
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
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	Absent
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Present
J. GARY HOWARTH	Township of Bridgewater	Absent
MARVIN JOSS	Township of Clinton	Absent
SUSAN LOCKWOOD	Township of Delaware	Absent

ALSO PRESENT

EXECUTIVE DIR/ADMIN: NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.
◆ 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

- ◆ Rich Duthie

RICHLAND KNOWLES AGENCY

- ◆ Gary Borman

INTRODUCTION OF GUESTS: Louis Beckerman - Risk Manager for the Township of Green Brook, David Balken - Risk Manager for the Township of Clinton, James T. Rick, Jr. - Risk Manager for the Townships of Branchburg and Bridgewater, Rich Duthie – Risk Manager for the Township of Raritan and Gary Borman representing Richland Knowles Agency for the Township of Delaware were in attendance. Additionally, Mark Worthington, Group Manager at T&M Associates was present to address the Board.

PUBLIC COMMENT: None

Commissioner Cupit arrived at 8:39 a.m.

MOTION TO APPROVE MINUTES FROM THE JULY 27, 2016 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Brown

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Maryjane Hydro thanked Fund Members who have submitted the 2017 renewal applications and reminded those with outstanding documents to please forward at their earliest convenience.

SCJIF Notification Procedures for Reporting Work Related Injuries have been updated and samples were distributed. The ‘First Report of Injury’ (FROI) forms will now require the addition of Job Descriptions. This is an important tool to enhance treatment and return an injured employee back to work. New forms were sent out electronically for distribution to all appropriate personnel. Safety Representatives and Human Resource Departments should work together with their Labor/Employment Counsel to see that Job Descriptions are up-to-date and coordinated with the Fund Member’s Policy & Procedure Manual.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry discussed a recent favorable NJ Court decision that a Workers' Compensation carrier has the right to subrogate for reimbursement from a third party tort action benefitting the injured employee. Further, Paige informed the Board that a law going into effect in April 2017 will permit public entities to wire transfer funds.

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 the Committee met on August 24th to review the Payment Authorization Requests (PAR) and authorize payment of current expenses & claims reimbursements for the month of August 2016 and will be discussing current claims in closed session.

Safety Committee: In addition to the report submitted, Mark Worthington, the SCJIF Safety Consultant, presented the Workers' Compensation 2016 Mid-Year Claim Trend Analysis and Evaluation. He elaborated on the encouraging overall results but also advised that early 2016 data needs to mature in order to reflect more accurate information. However, the efforts of the Safety Committee and the Fund Members are clearly evident with the favorable trending and they are to be commended.

The next scheduled meeting will be Tuesday, October 4th, 2016 at 9:30 a.m. at the Somerset County Vocational & Technical Schools.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#16-037 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	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	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#16-036 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN AUGUST 2016:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
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	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-038 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#16-042 RESOLUTION TO ENTER CLOSED SESSION AT 8:48 A.M. TO DISCUSS:

General Liability Claim:

- X66339

Workers' Compensation Claims:

- W64459
- Z24351
- Z05476
- Z38875
- Z42275

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION AT 9:30 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

#16-043 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	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

At this time, Fund Attorney Berry reviewed the documentation regarding the 2016 Return of Surplus and Payout Options. Following discussion, it was determined that Resolution #16-040 would be withdrawn. Resolution #16-041 would be amended to reflect a 20% Return of Surplus with Fund Year 2006 removed from eligibility. Proper filing will be made with the NJ Department of Banking & Insurance and the NJ Department of Community Affairs prior to distribution of the Return of Surplus.

#16-039 RESOLUTION AUTHORIZING AN INTER-TRUST FUND TRANSFER:

MOTION: Commissioner Naples
SECOND: Commissioner Bonin
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	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#16-041 RESOLUTION DECLARING A DIVIDEND:

MOTION: Commissioner Palmer
SECOND: Commissioner Naples
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	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

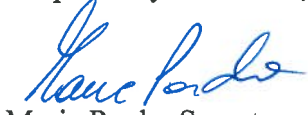
MOTION TO APPROVE MINUTES FROM THE JULY 27, 2016 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Naples
VOTE: Unanimous

MOTION TO ADJOURN AT 9:41 A.M.:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



Marie Pardo, Secretary