

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
July 25, 2018

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER McDANIEL: Adequate notice of the regular meeting of the SCJIF held on Wednesday, July 25, 2018 at 8:35 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:

BRIAN D. LEVINE	County of Somerset	Present
GEOFFREY D. SORIANO	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Absent
GREGORY J. 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	Absent
JAMES T. NAPLES	Township of Bridgewater	Absent
CARLA CONNER	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Present
DANIEL JAXEL	Borough of Raritan	Present
MICHAEL PAPPAS	Borough of High Bridge	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Absent
DANIEL J. LIVAK	Somerset County Park Commission	Present
CHERYL WALLACE	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
VACANT	Township of Bridgewater	Absent
TOM SILVIA	Township of Clinton	Absent
SAM THOMPSON	Township of Delaware	Absent
ERIC COLVIN	Borough of Raritan	Absent
BONNIE ANN FLEMING	Borough of High Bridge	Absent

EXECUTIVE DIR/ADMIN: NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.
◆ Raymond L. Hughes II ◆ Maryjane Hydro ◆ Javier B. Esparra
◆ Lucy Martins ◆ H. James Griffith ◆ Lynn Potts ◆ Laurie Newsome

FUND ATTY/CLAIMS MANAGEMENT & LITIGATION:
DIFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM,
P.C.
◆ Richard P. Flaum, Esq.

FUND ATTY/REGULATORY COMPLIANCE & LEGISLATION:
SAUL EWING ARNSTEIN & LEHR
◆ M. Paige Berry, Esq.

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

WILLIS TOWERS WATSON
◆ John Moore

INTRODUCTION OF GUESTS: Present at this meeting were Lou Beckerman – Risk Manager for the Township of Green Brook, Dave Balken - Risk Manager for the Borough of High Bridge and Township of Clinton, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, Mike Sabbagh – Risk Manager for the Township of Delaware and John Moore – Risk Manager for the Borough of Raritan. Maryjane also welcomed Normand Vermette from Alan Gray LLC, who would be making a presentation during the Claims Audit Committee Report portion of the meeting.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE MAY 23rd, 2018 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Maryjane announced that the Renewal Applications for 2019 will be going out shortly. This year's applications are computer enabled so the only paper to be returned are signature pages.

Property, Auto and Inland Marine Schedules will be in the format requested by underwriters and maintained by NJRM with data supplied by Fund Members throughout the year. Data provided in alternate versions/formats can no longer be accepted. The return date for applications is August 24th.

Fund Attorney - Claims Management & Litigation: No report submitted.

Fund Attorney – Regulatory Compliance & Legislation: In addition to the report submitted, Fund Attorney Berry elaborated on three recent decisions favorable to public entities.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Safety Committee: In addition to the report submitted, Maryjane Hydro reminded all present that the Safety Recognition Breakfast was held on Tuesday, June 12th at the Somerville B.P.O.Elks Lodge #1068 in Bridgewater in place of the June meeting with approximately 110 employees in attendance. Lisa Gallo the Client Services Manager and Jackie Fresco WC Claims Supervisor from Qual Lynx spoke to the group regarding WC Injury Reporting Compensability, Benefits, Claim Reporting and Procedures. Dr. Charles Gatto Board Certified Orthopedic Surgeon from The Advanced Spine Center discussed "Team Approach for the Injured Worker-Helping the System Work For You".

County of Somerset Departments were acknowledged for receiving the Labor and Workforce Development Awards for achievement in the prevention of occupational injuries during 2017 from the Governor's Occupational Safety & Health Awards Program.

Recognition for dedication and commitment of the following entities for promoting workplace safety awareness by meeting the standards developed by the Safety Committee with regard to the 2017 SCJIF Safety Incentive Program were awarded as follows:

First Place - \$1,000 and Plaque/Plate

Township of Raritan

Second Place - \$750 and Plaque/Plate

Somerset County Park Commission

Third - \$500 and Plaque/Plate

Raritan Valley Community College
Somerset County Vocational & Technical Schools
Somerset County Library Commission
Township of Bridgewater

A Training Seminar focused on Preventing Heat-Related Emergencies was held on Wednesday, June 6th, at the Somerset County Emergency Services Training Academy (SCESTA) in Hillsborough. The Fund partnership with SCESTA has proven very beneficial and the Fund will be doing more with this facility and their very professional group of trainers in the future.

Two additional safety training programs were held in July. Work Zone Training was held on July 17th at the Somerset County Park Commission with approximately 50 in attendance. Training was provided by Mark Worthington of T&M Associates.

On July 18th at Raritan Valley Community College, the SCJIF conducted a Seminar on Active Shooter Training which has now expanded into Threat Management Training. This was provided by Dr. Richard Celeste, the Director of the Somerset County Police Academy, through the courtesy of the Somerset County Sheriff's Department. We had representatives of several of the Fund Members who took advantage of this relevant program.

T&M Associates have mostly completed the Loss Prevention & Loss Control Safety Audits throughout the Fund Membership. Where written reports have been issued, Members have 60 days to complete their written response regarding those items which have been identified during the inspections.

The Safety Committee will be on summer hiatus until September, and the Summer Safety Package has been mailed to all.

The next scheduled regular Safety Committee meeting will be at 9:00 a.m. on Tuesday, September 11th, at the Township of Green Brook.

Claim PAR Committee: Committee Chairman Trojan reported that the Committee met telephonically on June 27th and will ratify expenses and claims by resolution.

Claim Audit Committee: Committee Chairman Auger reported that a summary of the July 12th meeting is contained in the report. At the meeting, complete audit findings were presented by Normand Vermette with Alan Gray LLC.

Normand explained to the Commissioners that a sample of open and closed claims during the period from May 1 2017 through May 1, 2018 were reviewed for Property, Workers' Compensation Auto and General Liability to determine whether or not the claims were being handled pursuant to the Industry Standards Best Practices.

It is critical in the early stage of a claim to address any coverage issues, to ensure a claim is properly investigated and that the claim is reported to the SCJIF through New Jersey Risk Managers (NJRM) in a timely manner. Qual-Lynx was judged on the following five categories for claims handling: (1) Coverage, (2) Investigation, (3) Liability, (4) Evaluation of Damages, and (5) Resolution. Leakage (Recovery/Salvage/Subrogation) was also taken into consideration. Normand was happy to report all claims reviewed fell within the Industry Standard Best Practices. He encouraged the Fund Members to continue with their job of communication, both with NJRM and Qual-Lynx, as it assists with keeping exposures down.

#18-032 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	BRIAN D. LEVINE	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON			X	
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES			X	
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

OLD BUSINESS

#18-031 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN JUNE 2018:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON			X	
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES			X	
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#18-033 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON			X	
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES			X	
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

NEW BUSINESS

#18-034 RESOLUTION TO ENTER CLOSED SESSION AT 8:53 A.M. TO DISCUSS:

Workers' Compensation Claims:

- Z05745
- 2018122092
- 2018131657
- 2018142412
- 2018142850
- 2018145059

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:41 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#18-035 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON			X	
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	JAMES T. NAPLES			X	
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

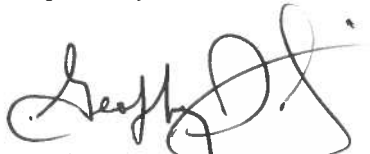
MOTION TO APPROVE MINUTES FROM THE MAY 23rd, 2018 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO ADJOURN AT 9:42 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Geoffrey D. Soriano, Secretary