

***SOMERSET COUNTY JOINT INSURANCE FUND***  
**FUND COMMISSIONER'S MEETING MINUTES**  
**May 25, 2016**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER GIAIMIS:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, May 25<sup>th</sup>, 2016 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**

PETER PALMER	County of Somerset	Absent
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	Absent
BRIAN K. AUGER	Somerset County Library Commission	Absent
KELLY G. CUPIT	Township of Green Brook	Absent
GERALD J. GIAIMIS	Township of Raritan	Present
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	Absent
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
SARAH BRENNAN	Somerset County Vocational & Technical Schools	Absent
SHARON L. BRIENZA	Township of Branchburg	Absent
BRIAN MORGAN	Somerset County Library Commission	Present
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Absent
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.  
◆ Raymond L. Hughes II      ◆ Maryjane Hydro  
◆ H. James Griffith      ◆ Lucy Martins      ◆ Nancy Sundermann

**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.

PINNACLE RISK SOLUTIONS  
◆ Rich Duthie

RICHLAND KNOWLES AGENCY  
◆ Michael Sabbagh

ACTUARY:

THE ACTUARIAL ADVANTAGE  
◆ Eric Bause  
◆ Michael Solomon

AUDITOR:

SUPLEE, CLOONEY & COMPANY  
◆ Robert Butvilla

**INTRODUCTION OF GUESTS:** James T. Rick, Jr., Risk Manager for the Townships of Branchburg and Bridgewater, Michael Sabbagh, Risk Manager for the Township of Delaware, and Rich Duthie, Risk Manager for Township of Raritan were in attendance. the Actuaries, Eric Bause and Michael Solomon from The Actuarial Advantage, as well as the Auditor, Bob Butvilla, from Suplee, Clooney & Company were available to address the Board.

Commissioner Catterson arrived at 8:38 a.m.

**PUBLIC COMMENT:** None

**MOTION TO APPROVE MINUTES FROM THE MARCH 23, 2016 MEETING:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Pardo  
**VOTE:** Majority – Morgan Abstains

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** In addition to the report submitted, Raymond Hughes reminded the Board the importance of notifying New Jersey Risk Managers of Incident Reports, Notices of Tort or other related information which may give rise to a potential claim for proper reporting to the appropriate carriers. As a claim evolves, non-compliance with reporting requirements may jeopardize coverage.

**Fund Attorney/Litigation Services:** No report submitted.

**Fund Attorney/Administrative Services:** In addition to the report submitted, Fund Attorney Berry reviewed recent OPRA decisions by the Appellate Division. Discussion followed. There was also a conversation involving legislation in the current session which the Fund Legislative Committee has been monitoring. Fund Attorney Berry shared correspondence from Senator Bucco in response to our support of S1356 clarifying that records custodians should not be subject to penalties if due diligence is exercised.

Additionally, a Saul Ewing Alert regarding OSHA new requirements for electronic reporting of workplace injuries & illnesses was shared. Fund Attorney Berry confirmed that the SCJIF Safety Committee has been actively following these changes to the provisions.

**Third Party Administrator:** No additions to report submitted.

**Custodian of Funds:** No additions to report submitted.

**Actuary:** Eric Bause of The Actuarial Advantage addressed the Board regarding analysis of the Somerset County Joint Insurance Fund's net loss and allocated loss adjustment expense reserves, as well as the projected Incurred But Not Reported (IBNR) losses. The complete findings are contained in his report entitled, *The Somerset County Joint Insurance Fund Actuarial Analysis of Loss and Loss Adjustment Expense Reserves as of 12/31/15*.

**Auditor:** Robert Butvilla of Suplee, Clooney and Company stated that the report entitled, *The Report of Audit on the Financial Statements of the Somerset County Joint Insurance Fund for Years Ended December 31, 2015 and 2014* was clean, as noted in the final page with no Comments or Recommendations.

Commissioner Palmer arrived at 8:57 a.m.

### **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 the Committee met on April 27<sup>th</sup> to review the Payment Authorization Requests (PAR) and authorize payment of current expenses & claims reimbursements for the month of April 2016.

**Safety Committee:** In addition to the report submitted, Maryjane Hydro informed the Board that on May 12<sup>th</sup> at the Somerset County Park Commission; approximately 30 employees were in attendance for training entitled, "How To Prepare For A PEOSH Inspection". Further, a "WorkZone Safety" Training Seminar is scheduled for July 18<sup>th</sup> at Raritan Valley Community College. This will be a four hour class conducted by T&M Associates. Additional information will be forthcoming on Employment Practices Liability Training for Managers, Supervisors & Department Heads for the beginning of August. This is being coordinated with our carrier, CHUBB.

The Safety Recognition Breakfast will be held on Thursday, June 2<sup>nd</sup> at the Somerville B.P.O.Elks, where the 2015 Safety Incentive Program winners will be announced.

**Finance Committee:** No additions to the report submitted.

**Legislative Committee:** No additions to the report submitted.

**#16-024 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**#16-025 RESOLUTION APPROVING ACTUARIAL REPORT:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Morgan  
**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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**#16-026 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING BODY:**

**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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**OLD BUSINESS**

**#16-023 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN APRIL 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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**#16-027 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:**

**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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**MOTION TO OPEN MEETING FOR PUBLIC COMMENT ON BUDGET AT 8:59 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Morgan  
**VOTE:** Unanimous

**PUBLIC COMMENT:** None.

**MOTION TO RETURN TO REGULAR SESSION AT 9:00 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Naples  
**VOTE:** Unanimous

**#16-028 RESOLUTION ADOPTING THE AMENDED BUDGET FOR THE 2016 FUND YEAR:**

**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 MORGAN	X			
TOGB	KELLY G. CUPIT			X	
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**NEW BUSINESS**

**#16-029 RESOLUTION TO ENTER CLOSED SESSION AT 9:01 A.M. TO DISCUSS:**

Workers' Compensation Claims:

- W64644
- X47705
- X55765
- X59918
- X79197
- X84850
- Z10308
- Z34052

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Naples  
**VOTE:** Unanimous

**MOTION TO RETURN TO OPEN SESSION AT 9:09 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Morgan  
**VOTE:** Unanimous

**#16-030 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 MORGAN	X			
TOGB	KELLY G. CUPIT			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 MARCH 23, 2016 CLOSED SESSION:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Naples  
**VOTE:** Majority – Morgan Abstains

**MOTION TO ADJOURN AT 9:11 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Naples  
**VOTE:** Unanimous

Respectfully submitted,



Marie Pardo, Secretary