

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
May 24, 2017

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES: Adequate notice of the regular meeting of the SCJIF held on Wednesday, May 24th, 2017 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	Present
GREGORY BONIN	Township of Branchburg	Absent
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
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	Present
NANCY MOORE	Raritan Valley Community College	Absent
WILLIAM G. HYNCEK, 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	Present
CAROL BARBATI	Township of Raritan	Absent
J. GARY HOWARTH	Township of Bridgewater	Present
JESSE LANDON	Township of Clinton	Absent
CHARLES HERMAN	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

ACTUARY:

THE ACTUARIAL ADVANTAGE
◆ Eric Bause

AUDITOR:

SUPLEE, CLOONEY & COMPANY
◆ Robert Butvilla

INTRODUCTION OF GUESTS: Louis Beckerman – Risk Manager for the Township of Green Brook, 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. In addition, also present to make presentations were Eric Bause from The Actuarial Advantage and Bob Butvilla from Suplee, Clooney & Company.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE MARCH 22nd, 2017 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Maryjane Hydro acknowledged Somerset County Freeholder Director, Peter Palmer, recently recognized by the New Jersey Association of Counties who honored him with The Associate of the Year Award, for his “tireless dedication and commitment to New Jersey Association of Counties and County Government”. Congratulations were offered by his fellow Board Members.

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 initiated the first of its kind SCJIF Best Practices Program which goes into effect June 1st, 2017. Facilities have been contacted and asked to sign a

participation agreement for both Best Practices and Pricing. The Program includes Field Estimating, Auto Body Shop Prepared Appraisals, a Re-Inspection Program and SCJIF Approved Direct Repair Facilities. Entities currently required to bid and contract for these services will no longer need to do so. All invoicing and payments will be handled through Claims Administration. It is believed that this program will reduce the average paid claim as well as the dollars currently paid for independent appraisers.

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

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry elaborated on recent court decisions regarding the New Jersey Tort Claims Act where immunities were upheld and Open Public Records Act (OPRA) decisions favorable to the public entities. Lengthy discussion followed.

Legislation S-518 was distributed and reviewed. This legislation mandates Sanitation Vehicles display flashing amber warning lights while stopped and engaged in the collection of garbage or while moving between stops at a speed not greater than 10 mph. Additionally, S-518, designated as Michael Massey's Law, mandates motor vehicles move over or slow down for Sanitation Vehicles.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the 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 12/31/16*.

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, 2016 and 2015* was clean, as noted in the final page with no Comments or Recommendations.

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 of the teleconference held on April 26th, 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 April 4th and again on May 2nd. Meeting Minutes and the Quarterly JIFNEWS were in package. Reminder that the SCJIF annual Safety Recognition Breakfast will be held at 9:00 a.m., Tuesday, June 6th at the Somerville B.P.O. Elks #1068.

Training for Tractor, Mower & Grounds Keeping, Hand & Power Tool Safety will be held on Tuesday, June 20th from 8:00 a.m. to 11:30 a.m. at the Somerset County Park Commission Headquarters Training Room.

The Safety Committee will be on summer break until Tuesday, September 5th meeting at the Township of Green Brook.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#17-023 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

#17-024 RESOLUTION APPROVING ACTUARIAL REPORT:

MOTION: Commissioner Trojan
SECOND: Commissioner Palmer
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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

#17-025 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING BODY:

MOTION: Commissioner Trojan
SECOND: Commissioner Murray
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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#17-022 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN APRIL 2017

MOTION: Commissioner Trojan
SECOND: Commissioner Auger
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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

#17-026 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS

MOTION: Commissioner Palmer
SECOND: Commissioner Auger
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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#17-027 RESOLUTION INTRODUCING THE AMENDED BUDGET FOR THE 2017 FUND YEAR:

MOTION: Commissioner Murray
SECOND: Commissioner McDaniel
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	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO			X	
TOD	DIANE Mc DANIEL	X			

#17-028 RESOLUTION TO ENTER CLOSED SESSION AT 9:00 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

Workers' Compensation Claims:

- X43211
- Z30455
- Z32729
- 2017093340

MOTION TO RETURN TO REGULAR MEETING AT 9:06 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
VOTE: Unanimous

#17-029 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

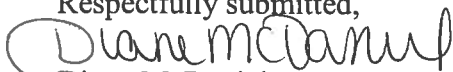
MOTION TO APPROVE MINUTES FROM MARCH 22nd, 2017 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Murray
VOTE: Unanimous

MOTION TO ADJOURN AT 9:07 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Murray
VOTE: Unanimous

Respectfully submitted,


Diane McDaniel, Secretary