

**SOMERSET COUNTY JOINT INSURANCE FUND  
FUND COMMISSIONER'S MEETING MINUTES  
September 23, 2015**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER CUPIT:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, September 23<sup>rd</sup>, 2015 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	Absent
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Present
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	Present
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
WILLIAM G. HYNICK, JR.	Somerset County Vocational & Technical Schools	Absent
SHARON L. BRIENZA	Township of Branchburg	Absent
BRIAN MORGAN	Somerset County Library Commission	Absent
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Absent
J. GARY HOWARTH	Township of Bridgewater	Present
MARVIN JOSS	Township of Clinton	Absent
ROGER LOCANDRO	Township of Delaware	Absent

**ALSO PRESENT**

**EXECUTIVE DIR/ADMIN:**

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

♦ Raymond L. Hughes II                      ♦ Maryjane Hydro  
♦ H. James Griffith                              ♦ Phyllis Kalmbach

**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:

RICHLAND KNOWLES AGENCY

♦ Michael Sabbagh

BALKEN RISK MANAGEMENT

♦ Vicky Sjulander

**INTRODUCTION OF GUESTS:** Michael Sabbagh, Risk Manager for the Township of Delaware and Vicky Sjulander, representing Balken Risk Management for the Township of Clinton were in attendance. Mark Worthington, Group Manager from T&M Associates was present to make a presentation to the Board.

Commissioner Bonin arrived at 8:35 a.m.

**PUBLIC COMMENT:** None

**MOTION TO APPROVE MINUTES FROM THE JULY 22, 2015 MEETING:**

**MOTION:** Commissioner Trojan

**SECOND:** Commissioner Auger

**VOTE:** Unanimous

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** In addition to the report submitted, the available 2015 Return of Surplus funds and payout options were discussed. New Jersey State Department of Banking & Insurance guidelines regarding Inter-Trust Fund Transfers was reviewed and recommendations of the Executive Director and Fund Attorney were offered. Discussion followed.

**#15-039 RESOLUTION AUTHORIZING AN INTER TRUST FUND TRANSFER:**

**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	KELLY G. CUPIT	X			
TOR	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			

TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

Commissioner Catterson arrived at 8:41 a.m.

**#15-040 RESOLUTION DECLARING A 25% DIVIDEND:**

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

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

**Fund Attorney/Administrative Services:** In addition to the report submitted, Fund Attorney Berry elaborated on legislation unanimously passed by both houses and signed into law by the Governor that is effective immediately reorganizing the Division of Local Government Services by streamlining various responsibilities and how it would affect municipalities.

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

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

**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 held a teleconference on August 26<sup>th</sup> to review Payment Authorization Requests and authorize payment of current expenses and claim reimbursements. Additionally, current Workers' Compensation claims will be presented in closed session.

**Safety Committee:** In addition to the reports submitted, Maryjane Hydro stated that Chain Saw Safety Training will again be offered by Dan Tilton from Tilton Equipment Company of New Hampshire on October 15<sup>th</sup> for a 4 hour indoor/outdoor class. Due to the overwhelming enrollment response we have received in the past, a second session may need to be added.

Mark Worthington, Group Manager from T&M Associates, who is the SCJIF Safety Consultant, addressed the Commissioners regarding the 2015 Mid-Year Workers' Compensation Claim Trend Analysis & Evaluation. Those portions regarding the Fund as a whole were addressed. Portions that are entity specific can be accessed by utilizing the password protected portion of the SCJIF Website.

The next scheduled SCJIF Safety Committee Meeting will be 9:00 a.m., Tuesday, October 6th, 2015 at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

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

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

**#15-037 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Naples  
**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	KELLY G. CUPIT	X			
TOR	GERALD J. GIAMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**OLD BUSINESS**

**#15-036 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN AUGUST 2015:**

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

**#15-038 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:**

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

**NEW BUSINESS**

**#15-041 RESOLUTION TO ENTER CLOSED SESSION AT 9:00 A.M. TO DISCUSS:**

Workers' Compensation Claims:

- X06986
- X35116
- X75630
- X80674
- Z09089
- Z22472

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

**RETURN TO RETURN TO OPEN SESSION AT 9:05 A.M.:**

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

**#15-042 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	GERALD J. GIAIMIS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

**APPROVAL OF MINUTES FROM THE JULY 22, 2015 CLOSED SESSION:**

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

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

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

Respectfully submitted,

James T. Naples, Secretary