

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
March 28, 2018**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER McDANIEL: Adequate notice of the regular meeting of the SCJIF held on Wednesday, March 28, 2018 at 8:33 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	Absent
RAYMOND A. BROWN	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Present
GREGORY J. BONIN	Township of Branchburg	Present
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
CARLA CONNER	Township of Clinton	Present
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	Present
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	Absent
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

FUND ATTY/CLAIMS MANAGEMENT & LITIGATION:

DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM, P.C.

- ◆ Stephen O. Davis, 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 David Balken - Risk Manager for the Borough of High Bridge and Township of Clinton, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater, Rich Duthie, Risk Manager for the Township of Raritan and Michael Sabbagh – Risk Manager for the Township of Delaware. Mark Worthington, Group Manager as well as our Safety Consultant from T&M Associates was also present to make a presentation.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE JANUARY 24th, 2018 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Bonin

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes was proud to announce that Javier Esparra has recently joined the team at New Jersey Risk Managers as the Vice

President of Corporate Development after years of partnering with our Fund through service providers. Javier was supported by a round of applause.

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

Fund Attorney – Regulatory Compliance & Legislation: In addition to the report submitted, Fund Attorney Berry elaborated on decisions pertaining to OPRA matters of interest to Joint Insurance Funds and Fund Member Custodians of Record. Discussion followed.

Third Party Administrator: No additions to the report submitted.

County Freeholder Brian D. Levine's arrival was acknowledged at this time.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Safety Committee: In addition to the report submitted, Maryjane Hydro stated that the Safety Committee met in February and March with record participation at both meetings.

Invitations will be forthcoming for the Safety Recognition Breakfast to be held on Tuesday, June 12th at the Somerville B.P.O. Elks Lodge #1068 in Bridgewater.

The SCJIF has partnered with the Somerset County Office of Emergency Management to provide Safety Training to all Members of the Fund. The first seminar was held on February 28th, 2018 at the Training Academy (SCESTA) for *Blood Borne Pathogens, Right to Know & Hazards Communication/Global Harmonization*. Brielle D'Angiolillo, from SCESTA, stated there were approximately 55 employees in attendance. The Fund offered a repeat of this training on the evening on March 12th. This was specifically requested to accommodate Emergency Responders, the majority of whom are volunteers. However, due to limited participation and weather conditions on that particular evening, the class was cancelled. We will revisit rescheduling of evening seminars moving forward.

Strains, Sprains and Body Mechanics will be offered at the Somerset County Park Commission Training Room on Wednesday, April 4th from 8:30 until 10:00 a.m.

A sample of Transitional Duty Jobs for Public Entities was distributed and discussed. Additional information is available through New Jersey Risk Managers.

The next scheduled Committee Meeting will be at 9:00 a.m. on Tuesday, April 3rd at the Township of Green Brook.

Mark Worthington, Group Manager of T&M Associates addressed the Board regarding the 2017 Year-End Workers' Compensation Claim Trend Analysis. Each individual Fund Member's Evaluation is password protected and available on the Fund Website. However, he elaborated on the analysis of the Fund as a whole. Trending indicated that the average cost per claim is noticeably down. Mark attributes this to an increased awareness of the safety culture and training. Slips, falls and strains continue to lead injuries not only in the Fund but throughout the industry.

Claim PAR Committee: Committee Chairman Trojan reported that the Committee met telephonically on February 28th and will ratify expenses and claims by resolution.

Legislative Committee: Committee Chairman Brown stated that the Committee met telephonically on March 19th and reviewed Legislation introduced into the 2018/2019 Legislative Session, many of which the Committee had previously taken a position on from the prior Session. Fund Attorney Berry prepared a memo containing a brief narrative on the legislation which may be of interest or impact the Fund and/or its Members.

As a result of the teleconference, Chairman Brown prepared recommendations for the Board to either monitor the legislation or to send letters, drafted by the Fund Attorney and signed by the Executive Director, on behalf of the Fund to support or oppose particular legislation.

#18-018 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	BRIAN D. LEVINE	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	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

#18-017 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN FEBRUARY 2018:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT			X	

TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#18-019 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	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

At this time, Raymond Hughes announced to the Board that the Director of the Somerset County Park Commission and Fund Commissioner, Raymond A. Brown, will be retiring, effective May 1st. Congratulations and best wishes were offered from the entire room. A resolution recognizing Commissioner Brown's dedicated years of service was read and awarded to Commissioner Brown on behalf of the SCJIF.

#18-020 RESOLUTION INTRODUCING THE AMENDED BUDGET FOR THE 2018 FUND YEAR:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			

SCVT	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

Raymond Hughes advised that after final negotiations with insurance carriers, the RFP process to contract with service providers, and the addition of two new Fund Members, the 2018 Amended Budget resulted in a decrease for all Fund Members.

#18-021 RESOLUTION TO ENTER CLOSED SESSION AT 9:05 A.M. TO DISCUSS:

Workers' Compensation Claims:

- W62492
- X41312
- X69058
- Z41075
- Z45524
- 2018108823
- 2018109970
- 2018120331
- 2018124901

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:18 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

#18-022 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	BRIAN D. LEVINE	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT			X	
TOR	DONALD HUTCHINS	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 JANUARY 24th, 2018 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO ADJOURN AT 9:20 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,


Raymond A. Brown, Secretary

Geoffrey D. Suringo
For Raymond A. Brown