

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

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER McDANIEL: Adequate notice of the regular meeting of the SCJIF held on Wednesday, November 28, 2018 at 8:40 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 SIPPLE	Somerset County Vocational & Technical Schools	Present
GREGORY J. BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Absent
KELLY G. CUPIT	Township of Green Brook	Present
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	Absent
MICHAEL PAPPAS	Borough of High Bridge	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
DONNA UMGELTER	Somerset County Park Commission	Absent
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	Present
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Absent
LISA CARAVELA	Township of Bridgewater	Present
TOM SILVIA	Township of Clinton	Absent
SAM THOMPSON	Township of Delaware	Absent
ERIC COLVIN	Borough of Raritan	Present
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
♦ H. James Griffith ♦ Cindy Villagran ♦ Lucy Martins ♦ 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 the meeting were Risk Manager for Township of Green Brook Louis Beckerman; Risk Manager for the Townships of Branchburg & Bridgewater, James T. Rick, Jr.; Risk Manager for the Township of Raritan, Rich Duthie; and Risk Manager for the Township of Delaware, Michael Sabbagh.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 26, 2018 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Bonin

VOTE: Commissioners Morgan & McDaniel Abstained

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes, New Jersey Risk Managers & Consultants, Inc. provided an overview of the updated Executive Director Report with recent developments and indicated that two new entities have shown an interest in joining the Somerset County Insurance Joint Insurance Fund. In reviewing their loss experience, they both appear to be a very attractive

risks and would certainly be a good addition to the Fund. New Jersey Risk Managers will keep the Fund apprised of the new developments.

Maryjane Hydro, New Jersey Risk Managers & Consultants, Inc. provided an overview of the Return of Surplus and the member dividends. The dividend distribution will take place during the month of December.

The 2019 Auto ID Insurance Cards and Workers Compensation Posting Notices were distributed to all Fund members.

Furthermore, the Somerset County Joint Insurance Fund (SCJIF), pursuant to the Fair and Open process will be soliciting Request for Proposals for professional services, which will be posted on November 29, 2018 in *The Courier News*, *The Hunterdon Democrat* and the SCJIF's website (<http://scjif.org>). She also noted that the Somerset County Joint Insurance Fund will be launching a new website on the morning of November 29, 2018, and invited everyone to visit the site.

The proposed 2019 SCJIF Fund Commissioner's Meeting Calendar was distributed and any scheduling conflicts should be noted prior to adoption at the January 2019 SCJIF Reorganization Meeting. The Fund Commissioner's next meeting will be held on Wednesday, December 19, 2018 at the Somerville B.P.O. Elks Lodge #1068.

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

Fund Attorney – Regulatory Compliance & Legislation: In addition to the report submitted, Fund Attorney, M. Paige Berry, expanded on two recent decisions contained in her report and stressed the importance of having policies in place to cover different exposures in the workplace.

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, New Jersey Risk Managers & Consultants, Inc., advised that the Safety Committee met on October 2nd and November 5th.

The 2018 Safety Incentive Program will be concluding on December 31st. All qualifying submissions should be forwarded to T&M Associates and/or New Jersey Risk Managers.

As a result of recent loss inspections along with claim trending, a Training Seminar was conducted on October 23rd for Machine Guarding & Hand Safety, with approximately 50 employees from the various Fund Members in attendance. On October 30th a Seminar was held for Supervisors, Managers, and Department Heads for Liability, Property and Workers' Compensation Claim Reporting and Intake Procedures. Javier Esparra from New Jersey Risk Managers reviewed AL, GL & Property, Jackie Fresco & Lisa Gallo from Qual-Lynx explained WC, and representatives from Concentra, discussed the final phase of the transition of USHealthworks to Concentra and demonstrated the new computer platform access for Human Resources. Approximately 60 employees attended this seminar. Employment Practices Liability Training will be held on Tuesday, December 11th at the Borough of High Bridge and all Fund Members are welcome to attend.

As a result of discussion at the last meeting arrangements have been made for the Safety Committee Members to participate in "Stop the Bleed" Emergency Trauma Training which will be held as the January Safety Committee Meeting and take place at the Somerset County Emergency Services Training Academy.

The next scheduled meeting will be Tuesday, December 4th, at 9:00 a.m. at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

Claim PAR Committee: In addition to the report submitted, Committee Chairman Trojan reported that the Committee met telephonically on October 24, 2018 and current claims will be discussed in closed session.

#18-044 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	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE McDANIEL	X			
BOR	ERIC COLVIN	X			
BHB	MICHAEL PAPPAS	X			

OLD BUSINESS

#18-043 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN OCTOBER 2018:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 SIPPLE	X			
TOB	GREGORY J. BONIN	X			

SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE McDANIEL	X			
BOR	ERIC COLVIN	X			
BHB	MICHAEL PAPPAS	X			

#18-045 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	BRIAN D. LEVINE	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE McDANIEL	X			
BOR	ERIC COLVIN	X			
BHB	MICHAEL PAPPAS	X			

NEW BUSINESS

Raymond Hughes, New Jersey Risk Managers, provided an overview of the Preliminary Budget for the 2019 Fund Year. The negotiating stages are still ongoing with the carriers at this time and the figures are subject to change. The Preliminary Budget shows an increase of approximately 2% compared to the 2018 Budget. The amended budget will be introduced in March of 2019 and it will contain all final negotiated figures and operating expenses. Despite the 2% increase, he reiterated that the Somerset County Insurance Fund is the only Fund in the State that has been able to continuously return dividends to its members. He also thanked Lucy Martins, New Jersey Risk Managers, for her hard work in assisting with the Preliminary Budget.

#18-046 RESOLUTION INTRODUCING THE BUDGET FOR THE 2019 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	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE McDANIEL	X			
BOR	ERIC COLVIN	X			
BHB	MICHAEL PAPPAS	X			

#18-047 RESOLUTION TO ENTER CLOSED SESSION AT 9:05 A.M. TO DISCUSS:

Workers' Compensation Claims:

- X35433
- X56850
- Z38230
- 2018112043
- 2018144502

General Liability Claims:

- Z18140
- 2017094798

MOTION: Commissioner Morgan
SECOND: Commissioner Conner
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:16 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#18-048 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	RAELEN SIPP	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	CARLA CONNER	X			
TOD	DIANE McDANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

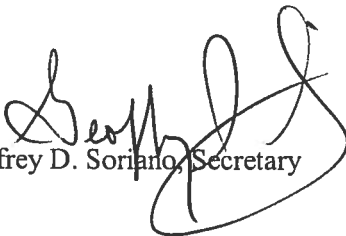
MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 26, 2018 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Commissioners Morgan & McDaniel Abstained

MOTION TO ADJOURN AT 9:18 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Morgan
VOTE: Unanimous

Respectfully submitted,


Geoffrey D. Soriano, Secretary