

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 23, 2019

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 23, 2019 at 8:36 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	Absent
GREGORY J. BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
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 McDANIEL	Township of Delaware	Present
DANIEL JAXEL	Borough of Raritan	Present
MICHAEL PAPPAS	Borough of High Bridge	Absent

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	Absent
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
JOSEPH VOCKE	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.
♦ 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 LLP
♦ M. Paige Berry, Esq.

RISK MANAGERS:

ACRISURE, Louis Beckerman
♦ Township of Green Brook

BALKEN RISK, David Balken
♦ Township of Clinton & Borough of High Bridge

LAFONTAINE & BUDD, James T. Rick, Jr.
♦ Townships of Branchburg & Bridgewater

PINNACLE RISK SOLUTIONS, Richard Duthie
♦ Township of Raritan

RICHLAND KNOWLES AGENCY, Michael Sabbagh
♦ Township of Raritan

WILLIS TOWERS WATSON, John Moore
♦ Borough of Raritan

INTRODUCTION OF GUESTS: Present at this meeting were Risk Managers, David Balken, Lou Beckerman, Rich Duthie, Jamie Rick and Michael Sabbagh. Also, in attendance were Jackie Fresco and Ronald Winner from Qual-Lynx who will be presenting the Payment Authorization Requests during Closed Session.

PUBLIC COMMENT: On behalf of the Fund, thanks were extended to Commissioners McDaniel and Soriano for their service to the Fund during 2018. After explaining that the SCJIF positions rotate annually, Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the 2019 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN: Brian D. Levine, County of Somerset
VICE-CHAIRMAN: Geoffrey D. Soriano, Somerset County Park Commission
SECRETARY: John Trojan, Raritan Valley Community College

EXECUTIVE COMMITTEE: Raelene Sipple, Somerset County Vocational & Technical Schools
Gregory J. Bonin, Township of Branchburg
Brian Auger, Somerset County Library Commission
Kelly Cupit, Township of Green Brook

ALTERNATES: Donald Hutchins, Township of Raritan
James T. Naples, Township of Bridgewater
Daniel Jaxel, Borough of Raritan
Michael Pappas, Borough of High Bridge

Carla Conner, Township of Clinton
Diane McDaniel, Township of Delaware

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

At this time, Fund Attorney Davis, administered the Oath of Office to all Commissioners & Alternates present.

The meeting was turned over to Chairman Levine to follow the Reorganization Agenda.

- #19-001 Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #19-002 Designating regular meeting place & dates and designating the official newspapers for the 2019 Fund year
- #19-003 Designating State approved public depositories as official depositories of SCJIF for 2019 and each Fund account year
- #19-004 Memorializing designations of individuals authorized as Fund check signatories for the 2019 Fund year
- #19-005 Setting an interest rate on delinquent assessments for the 2019 Fund year
- #19-006 Appointing a Public Agency Compliance Officer
- #19-007 Designating the Administrator as Agent to receive service of process on behalf of the Fund and designating the Administrator's office as where the books and records shall be maintained
- #19-008 Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #19-001 to #19-008 FROM THE REORGANIZATION AGENDA:

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 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 DECEMBER 19th, 2018 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: No additions to the report submitted.

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 expanded on the recent decisions relating to Law Against Discrimination (LAD), violations of the Conscientious Employee Protection Act (CEPA), and new legislation amending the Local Public Contracts Law.

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 stated that the Safety Committee met on January 8, 2019 at the Somerset County Emergency Services Training Academy (SCESTA). The SCJIF along with SCESTA provided a “Stop the Bleed Emergency Trauma Training” to all Safety Committee Members. Additional details and an overview of the contents of the Training were provided.

Maryjane Hydro further discussed the materials contained in the Safety Package distributed electronically to all Committee Members which included the January 2019 JIFNEWS focused on health and wellness. This quarter, and seasonally appropriate, the JIFNEWS contained information on avoiding ice-skating injuries, a poison help emergency checklist, safety precautions when shoveling snow, and foods that can help keep you warm during the winter cold months. She briefly addressed the prevention of frozen pipes & sprinkler systems during the winter season and reminded all in attendance that NJRM is available to assist 24/7 with any issues that may arise, not only with claims but also with remediation.

Arrangements have been made with the PEOSH Assistant Chief from the New Jersey Department of Labor and Workforce Development to present at the March 2019 SCJIF Safety Committee Meeting on topics such as commonly cited hazards as well as training and consultations available through the State’s PEOSH Department.

The next scheduled Safety Committee Meeting will be at 9:00 a.m., Tuesday, February 5, 2019, at the TradeWins Restaurant of the Somerset County Vocational and Technical Schools.

Contract Committee: Committee Chairman, Gregory Bonin informed all in attendance that the Committee met on January 15 to review the solicited Service Providers RFP proposals for 2019. After receiving all proposals, recommendations were submitted in the report attached and made a part of these minutes.

#19-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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	RAELENE SIPPLE			X	
TOB	GREGORY 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

#19-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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	RAELENE SIPPLE			X	
TOB	GREGORY 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

#19-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2019:

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	RAELENE SIPPLE			X	
TOB	GREGORY 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	

#19-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2019:

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	RAELENE SIPPLE			X	
TOB	GREGORY 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	

Maryjane Hydro, NJRM announced the SCJIF Risk Management Plan (RMP) has been updated for 2019. As of January 2019, The Hartford will be providing Property Insurance Coverage to the Fund once again. Sublimits are contained in the RMP.

#19-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

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	RAELENE SIPPLE			X	
TOB	GREGORY 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	

#19-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

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 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	

Commissioner Pappas arrived at this time.

#19-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:03 A.M. TO DISCUSS:

Workers' Compensation Claims:

- X95943
- Z04857
- 2019149151
- 2019156269

General Liability Claims:

- X93929
- 20177094798
- 2018128604

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:17 A.M.:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

#19-016 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	RAELENE SIPPLE			X	
TOB	GREGORY 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 DECEMBER 19th, 2018 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
VOTE: Unanimous

Finally, Maryjane Hydro reminded Fund Members that any outstanding Assessments due for the 2019 Fund Year should be submitted.

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

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,


John Trojan, Secretary