

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
May 22, 2019

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BRIAN D. LEVINE: Adequate notice of the regular meeting of the SCJIF held on Wednesday, May 22, 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	Absent
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	Absent
CARLA CONNER	Township of Clinton	Present
DIANE McDANIEL	Township of Delaware	Present
DANIEL JAXEL	Borough of Raritan	Present
MICHAEL PAPPAS	Borough of High Bridge	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Absent
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

ALSO PRESENT

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 LLP

- ◆ M. Paige Berry, Esq.

RISK MANAGERS:

ACRISURE, David Balken

- ◆ Township of Clinton & Borough of High Bridge

ACRISURE, Louis Beckerman

- ◆ Township of Green Brook

LAFONTAINE & BUDD, James T. Rick, Jr.

- ◆ Townships of Branchburg & Bridgewater

RICHLAND KNOWLES AGENCY, Michael Sabbagh

- ◆ Township of Delaware

WILLIS TOWERS WATSON, John Moore

- ◆ Borough of Raritan

INTRODUCTION OF GUESTS: Present at this meeting were Dave Balken- Risk Manager for the Borough of High Bridge and Township of Clinton, Lou Beckerman- Risk Manager for the Township of Green Brook, and Mike Sabbagh- Risk Manager for the Township of Delaware. The Auditor Robert Butvilla of Suplee, Clooney and Company & the Actuary, Eric Bause of The Actuarial Advantage were also present to address the Board. Jackie Fresco and Ronald Winner from Qual-Lynx were in attendance to present the Payment Authorization Requests during Closed Session.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE MARCH 27th, 2019 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Soriano

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes briefly noted that the Report did not include the Incurred But Not Reported Reserves (IBNRs) as those figures will be completed by the Actuary later in the year and will be incorporated accordingly.

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

Fund Attorney – Regulatory Compliance / Legislation: Fund Attorney Berry highlighted some of the cases contained in her Report and also discussed recent amendments to the Legislation that will impact public entities.

Because some of the changes discussed by Fund Attorney Berry can have an adverse effect on our Fund, Actuary Eric Bause briefly explained how the Fund can address and allocate funds for claims which the statute of limitations has been either extended or no statute of limitations exists. Various questions were raised and discussion followed.

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 the *Statement of Actuarial Opinion* dated May 9, 2019.

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, 2018 and 2017* was clean, as noted in the final page with no Comments or Recommendations

COMMITTEE REPORTS

Safety Committee: In addition to the Report submitted, Maryjane Hydro stated that the Safety Committee met on April 2nd and May 7th, 2019 and advised that the respective Meeting Minutes were included in the package previously distributed.

Furthermore she was pleased to announce that members of SCJIF and its employees will now have access to On-Line Safety Training, a very important safety training tool, which can be accessed through the SCJIF website (<http://scjif.org>). One of the benefits of this new training tool is that those who cannot physically attend the seminars offered throughout the year by the Fund will be able to take the on-line training courses at their convenience. There are currently approximately 300 courses available to Fund employees in the expansive library on a wide range of topics. NJRM will monitor course completion and will be able to provide periodic reports to Safety Representatives and Administrators.

A SCJIF Safety Seminar entitled, "Office Safety & Cleaning, Ergonomics, Slips and Walking/Working Surfaces Training" was held at Raritan Valley Community College on Tuesday, April 16th, 2019. There were approximately 25 employees in attendance. Similarly, the package also included a handout for last minute registrations for an upcoming SCJIF Safety Training Seminar entitled, "OSHA Hazard Assessment" presented by Mark Worthington of T&M Associates to be held on Thursday, May 23rd, 2019 at the Somerset County Park Commission at 9:00 A.M. Maryjane Hydro explained that "Job Hazard Assessment" is a technique used to identify the dangers of job duties and tasks as well as measures necessary to reduce the risk of injury and unsafe working conditions. In light of the significance of this subject, she encouraged participation and attendance.

Everyone was also reminded that the Safety Recognition Breakfast will take place on Tuesday, June 11th, 2019 at the Somerville B.P.O. Elks Lodge #1068 at 9:00 A.M. The support of the Commissioners and Alternate Commissioners would be greatly appreciated for this important event. Furthermore, the Committee will be on summer hiatus until Tuesday, September 10th, 2019, reconvening at the Township of Green Brook.

Claim PAR Committee: In addition to the report submitted, Committee Chairman Trojan reported that the Committee met telephonically on April 24th, 2019 and details of the telephone meeting will be discussed during Closed Session.

#19-024 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#19-025 RESOLUTION APPROVING ACTUARIAL REPORT:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#19-026 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING BODY:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

OLD BUSINESS

#19-023 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENT PAID IN APRIL 2019:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#19-027 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENT:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	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 that the Amended Budget for the 2019 Fund Year has been completed and was pleased to state that the yearly increase has been kept at slightly under 2%. He attributed these figures to the Fund's marketability with the various insurance carriers, along with support from Eric Bause, of The Acturial Advantage, Inc., and Robert Butvilla of Suplee, Clooney & Company. He also thanked the NJRM office and particularly Lucy Martins for their hard work and assistance in completing the Amended Budget for the 2019 Fund Year.

#19-028 RESOLUTION INTRODUCING THE AMENDED BUDGET FOR THE 2019 FUND YEAR:

MOTION: Commissioner Trojan
SECOND: Commissioner Soriano
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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

#19-029 RESOLUTION TO ENTER CLOSED SESSION AT 9:03 A.M. TO DISCUSS:

Workers' Compensation Claim:

- 20019-169791

General Liability Claim:

- 001254312

MOTION: Commissioner Trojan

SECOND: Commissioner Cupit

VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:10 A.M.:

MOTION: Commissioner Trojan

SECOND: Commissioner Cupit

VOTE: Unanimous

#19-030 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan

SECOND: Commissioner Soriano

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	LISA CARAVELA	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	MICHAEL PAPPAS	X			

MOTION TO APPROVE MINUTES FROM THE MARCH 27th, 2019 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO ADJOURN AT 9:16 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



John Trojan, Secretary