

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONERS' MEETING MINUTES
November 27, 2019**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BRIAN LEVINE: Adequate notice of the regular meeting of the SCJIF held on Wednesday, November 27th, 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	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	Absent
CARLA CONNER	Township of Clinton	Absent
DIANE McDANIEL	Township of Delaware	Absent
DANIEL JAXEL	Borough of Raritan	Absent
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	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
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.

ADDITIONAL 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: In attendance were: Dave Balken- Risk Manager for the Borough of High Bridge and Township of Clinton, Louis Beckerman-Risk Manager for the Township of Green Brook, and Mike Sabbagh- Risk Manager for the Township of Delaware. Ms. Jackie Fresco from Guardian Public Entity Claims Services was also present to address the Board.

PUBLIC COMMENT: None

MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 25TH, 2019 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Bonin

VOTE: Majority - Commissioner Morgan-Abstains

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Ms. Maryjane Hydro informed all in attendance that the 2020 Auto ID Cards and 2020 Workers' Compensation Posting Notices have been distributed to all Fund Members.

The timeline for the SCJIF Fair and Open process for soliciting Request for Proposals for Professional Services the 2020 Fund Year was provided. The Request for Proposals were posted on November 21, 2019 in the Courier News, The Hunterdon Democrat and on the Fund's website.

Additionally, the proposed 2020 Meeting Schedule was reviewed. Any conflicts or changes should be requested as soon as possible prior to adoption at the January 2020 SCJIF Reorganization Meeting.

Historical tradition has been to hold the December SCJIF Commissioner's meeting on Wednesday, December 18th, 2019 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 Berry reminded public entities that OPRA requests regarding a criminal investigation should be responded to within twenty-four (24) hours of receipt as opposed to the usual seven (7) day window. She also provided an overview of the cases cited in her report. More specifically she commented on three recent cases where the Court upheld the Title 59 immunity with respect to public entities and the duty to act in terms of actual or constructive notice. Discussion followed.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

Commissioner Pappas arrived at this time.

COMMITTEE REPORTS

Safety Committee: Maryjane Hydro, NJRM, advised that the SCJIF Safety Committee met on October 1st and November 4th, 2019 and the Minutes for these Meetings are included in the report submitted. Further, that the 2019 Safety Incentive Program will be concluding on December 31st, and requested that all qualifying submissions be forwarded to T&M Associates or New Jersey Risk Managers. She reiterated that the Fund provides the necessary tools and materials to assist Member Entities in achieving compliance to ultimately receive monetary awards at the Recognition Breakfast.

Ms. Hydro also announced that since May of 2019 when the new enhancement of "On-Line Safety Training" was launched, approximately 1,140 courses have been completed thus far. Based on these results, this new safety tool is proving to be very successful. Members can access the program through the SCJIF website.

A Safety Training Seminar entitled "*SCJIF Safety Manual Chapter Review*" was presented by Mark Worthington of T&M Associates on Tuesday, November 26th at the Somerset County Park Commission to review the recent updates and revisions to the SCJIF Safety Manual. Approximately 25 employees were in attendance.

Per the request of the Fund Members, the 2020 Safety & Wellness Calendars were distributed in bulk during the November 4th, 2019 Safety Meeting.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M., Tuesday, December 3rd, 2019 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 23rd, 2019. Additional claims will be discussed during Closed Session.

#19-045 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 CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	LISA CARAVELA	X			
TOC	CARLA CONNER			X	
TOD	DIANE McDANIEL			X	
BOR	DANIEL JAXEL			X	
BHB	MICHAEL PAPPAS	X			

OLD BUSINESS

Fund Attorney Berry reminded all present that at the September 25th meeting the Board made the determination not to distribute a Return of Surplus for the 2019 Fund Year; therefore, Resolution #19-040 Authorizing Inter Trust Fund Transfers will be rescinded.

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

#19-044 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN OCTOBER 2019:

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 CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	LISA CARAVELA	X			
TOC	CARLA CONNER			X	
TOD	DIANE McDANIEL			X	
BOR	DANIEL JAXEL			X	
BHB	MICHAEL PAPPAS	X			

#19-046 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & 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 CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	LISA CARAVELA	X			
TOC	CARLA CONNER			X	
TOD	DIANE McDANIEL			X	
BOR	DANIEL JAXEL			X	
BHB	MICHAEL PAPPAS	X			

NEW BUSINESS

Raymond L. Hughes, New Jersey Risk Managers, provided an overview of the Preliminary Budget for the 2020 Fund Year. He indicated that the insurance industry has been facing some challenges during recent years and we are entering a "Hard Market" where insurance carriers tend to increase their rates and premiums. Accordingly, the Preliminary Budget shows an increase of 2.655%. He assured the Fund Member that negotiations with the insurance carriers are ongoing and remains hopeful that this figure will improve as it has occurred in previous years. He thanked Lucy Martins of NJRM for assisting in the preparations of the Preliminary Budget. He welcomed questions and comments from the Fund Members.

#19-047 RESOLUTION INTRODUCING THE BUDGET FOR THE 2020 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 CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	LISA CARAVELA	X			
TOC	CARLA CONNER			X	
TOD	DIANE McDANIEL			X	
BOR	DANIEL JAXEL			X	
BHB	MICHAEL PAPPAS	X			

#19-048 RESOLUTION TO ENTER CLOSED SESSION AT 9:03 A.M. TO DISCUSS:

Workers' Compensation Claim:

- 4.16477

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:06 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

#19-049 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	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY CUPIT	X			
TOR	DONALD HUTCHINS	X			
TOBW	LISA CARAVELA	X			
TOC	CARLA CONNER			X	
TOD	DIANE McDANIEL			X	
BOR	DANIEL JAXEL			X	
BHB	MICHAEL PAPPAS	X			

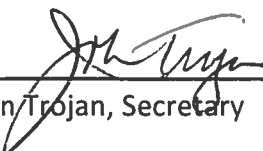
MOTION TO APPROVE MINUTES FROM THE SEPTEMBER 25TH, 2019 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Majority - Commissioner Morgan Abstains

MOTION TO ADJOURN AT 9:09 A.M.:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



John Trojan, Secretary