

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 22, 2020**

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 22, 2020 at 8:35 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 FOR THOSE WHO SERVE OUR COUNTY

ROLL CALL OF COMMISSIONERS

SHANEL Y ROBINSON	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	Present
KELLY G. CUPIT	Township of Green Brook	Present
DONALD HUTCHINS	Township of Raritan	Absent
MICHAEL PAPPAS	Township of Bridgewater	Present
CARLA CONNER	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Present
DANIEL JAXEL	Borough of Raritan	Absent
BONNIE ANN FLEMING	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
RICHARD ST. PIERRE	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	Present
LISA CARAVELA	Township of Bridgewater	Absent
TOM SILVIA	Township of Clinton	Absent
CHARLES HERMAN	Township of Delaware	Present
ERIC COLVIN	Borough of Raritan	Absent
VACANT	Borough of High Bridge	Vacant

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

◆ Raymond L. Hughes II ◆ Maryjane Hydro ◆ Javier 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.

ADDITIONAL RISK MANAGERS:

ACRISURE, David Balken

- ◆ Township of Clinton & Borough of High Bridge

Vacant

- ◆ Township of Bridgewater

ACRISURE, Louis Beckerman

- ◆ Township of Green Brook

LAFONTAINE & BUDD, James T. Rick, Jr.

- ◆ Township of Branchburg

RICHLAND KNOWLES AGENCY, Michael Sabbagh

- ◆ Township of Delaware

WILLIS TOWERS WATSON, John Moore

- ◆ Borough of Raritan

INTRODUCTION OF GUESTS: Present at this meeting were: Patty Fahy and Amy Pieroni, Account Executives from Acrisure, LLC; County of Somerset Freeholder, Melani Marano; David Balken - Risk Manager for the Borough of High Bridge and Township of Clinton; and Lou Beckerman Risk Manager for the Township of Green Brook. Also, in attendance was Jackie Fresco from Guardian Public Entity Claims Services to present the Payment Authorization Requests during Closed Session.

The Fund recognized new Commissioners Shanel Y. Robinson – County of Somerset Freeholder Director, Bonnie Ann Fleming – Borough of High Bridge, and Charles Herman – Township of Delaware Mayor & Alternate Commissioner.

PUBLIC COMMENT: On behalf of the Fund, thanks were extended to Commissioners Brian Levine and John Trojan for their service to the Fund during 2019. After explaining that historically, the SCJIF Executive Committee positions rotate annually in sequence of membership into the Fund, Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the 2020 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN:

Geoffrey D. Soriano, Somerset County Park Commission

VICE-CHAIRMAN:

John Trojan, Raritan Valley Community College

SECRETARY:

Gregory J. Bonin, Township of Branchburg

EXECUTIVE COMMITTEE: Brian Auger, Somerset County Library Commission
Kelly Cupit, Township of Green Brook
Donald Hutchins, Township of Raritan
Michael Pappas, Township of Bridgewater

ALTERNATES: Daniel Jaxel, Borough of Raritan
Bonnie Ann Fleming, Borough of High Bridge
Carla Conner, Township of Clinton
Diane McDaniel, Township of Delaware
Shanel Y. Robinson, County of Somerset
Raelene Sipple, Somerset County Vocational & Technical Schools

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Cupit
SECOND: Commissioner McDaniel
VOTE: Unanimous

At this time the Fund Attorney, Stephen Davis, issued the 'Oath of Office' to all Commissioners and Alternate Commissioners present.

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

- #20-001** Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #20-002** Designating regular meeting place & dates and designating the official newspapers for the 2020 Fund year
- #20-003** Designating State approved public depositories as official depositories of SCJIF for 2020 and each Fund account year
- #20-004** Memorializing designations of individuals authorized as Fund check signatories for the 2020 Fund year
- #20-005** Setting an interest rate on delinquent assessments for the 2020 Fund year
- #20-006** Appointing a Public Agency Compliance Officer
- #20-007** 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
- #20-008** Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #20-001 to #20-008 FROM THE REORGANIZATION AGENDA:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	ERIC COLVIN			X	
BHB	BONNIE ANN FLEMING	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 18th, 2019 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Commissioner Colvin arrived at this time.

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond L. Hughes II commented on the extraordinary results of Fund Year 2019. He also reviewed the "Incurred But Not Reported Reserves" for previous years and is confident that Fund Year 2020 will end with a strong surplus amount as well. Mr. Hughes congratulated the Member Entities with regard to their firm commitment to Safety Management and Loss Control which are so critical to achieving such phenomenal results.

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 indicated that Governor Phillip Murphy signed 182 Bills into law during the Legislative Session. She will provide a synopsis of the Bills at the next Commissioners Meeting and inform the Fund if any of these new Bills will have an impact on the Fund.

She also provided an update on the new law that went into effect on December 1, 2019 eliminating the Title 59 Immunities and extending the statute of limitations for filing of sexual molestation claims. While she has noticed an increase number of claims being filed, those claims have not affected Entities such as the Member Entities of the SCJIF. Fund Attorney Berry briefly reviewed the cases contained in her report relating to the New Jersey's Pregnant Workers Fairness Act, Open Records Act and Legislation S-3945 addressing issues of discrimination associated with a particular race.

Third Party Administrator: In addition to the report submitted, Javier Esparra, NJRM, provided an overview of the figures contained in the report. Raymond L. Hughes II, NJRM, also added that this report is closely related to the reports presented back in the Fall of 2019 by Mark Worthington of T&M Associates. He reiterated that the numbers show a decrease in frequency and severity of Workers' Compensation claims and attributes this to the excellent work of the Members.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

Safety Committee: In addition to the report submitted, Maryjane Hydro stated that the new Committee Assignments were included in the package. She provided a summary of the contents of the Safety Committee Package which was distributed electronically and included Toolbox Talks, the January 7th Minutes and the January 2020 JIFNEWS.

During the January Meeting, Safety Representative, Marge Margentino advised that the Somerset County Park Commission in conjunction with the Somerset County Emergency Services Training Academy will hold a workshop for animal handling geared towards First Responders. This workshop will be held on March 8th, 2020 and will cover information on different animal behavior and how to properly handle animals during emergency situations in order to reduce the number of injuries to First Responders and animals. Additional information will be forthcoming.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, February 4, 2020 at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

Lastly, in connection with the recent outbreak of the Coronavirus, Commissioner Trojan inquired as to what steps are being taken to prevent spreading of this virus in our area. Ms. Hydro indicated that at this juncture there are no cases reported in our area. However, NJRM will be monitoring the local, State and CDC for additional information and will disseminate updates to the Fund Safety Representatives as it becomes available.

Contract Committee: Committee Chairperson Gregory Bonin informed all in attendance that the Committee met January 6th to review the 2020 Service Provider Request for Proposals (RFPs) submissions. A summary of the recommendations was contained in the report submitted. If accepted, contracts and letters will be issued in accordance with the recommendations. Additional details can be provided during Close Session.

#20-009 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	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			

RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	ERIC COLVIN	X			
BHB	BONNIE ANN FLEMING	X			

OLD BUSINESS

#20-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON				X
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CAROL BARBATI	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	ERIC COLVIN	X			
BHB	BONNIE ANN FLEMING	X			

NEW BUSINESS

#20-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2020:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#20-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2020:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#20-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#20-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#20-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:00 A.M. TO DISCUSS:

Workers' Compensation Claims:

- 4.11031
- 4.15797
- 4.15871
- 4.16466
- 4.16475
- 4.16524
- 4.16704

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:22 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Auger
VOTE: Unanimous

#20-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	CARLA BARBATI	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	ERIC COLVIN	X			
BHB	BONNIE ANN FLEMING	X			

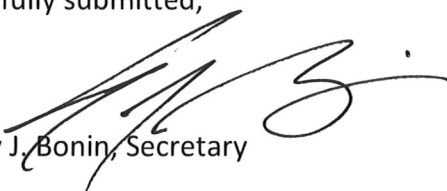
MOTION TO APPROVE MINUTES FROM THE DECEMBER 18th, 2019 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
VOTE: Unanimous

MOTION TO ADJOURN AT 9: 25 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
VOTE: Unanimous

Respectfully submitted,


Gregory J. Bonin, Secretary