

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
March 25, 2020

STATEMENT OF PROPER NOTICE READ BY GEOFFREY SORIANO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, March 25, 2020 at 8:34 a.m. via telephone conference, 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.

ROLL CALL OF COMMISSIONERS

SHANEL Y ROBINSON	County of Somerset	Absent
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
MICHAEL PAPPAS	Township of Bridgewater	Present
CARLA CONNER	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Present
DANIEL JAXEL	Borough of Raritan	Present
BONNIE ANN FLEMING	Borough of High Bridge	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
DONNA UMGELTER	Somerset County Park Commission	Present
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	Present
CAROL BARBATI	Township of Raritan	Absent
THOMAS GENOVA	Township of Bridgewater	Present
TOM SILVIA	Township of Clinton	Absent
CHARLES HERMAN	Township of Delaware	Absent
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

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

ACRISURE, Amy Pieroni
♦ 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

GUESTS PARTICIPATING ON THE CALL WERE: County of Somerset Freeholder, Melani Marano; Jackie Fresco, SCJIF Account Manager from Guardian Public Entity Claims Services; David Balken - Risk Manager for Borough of High Bridge and Township of Clinton; Louis Beckerman - Risk Manager for Township of Green Brook; James T. Rick- Risk Manager for Township of Branchburg; Michael Sabbagh - Risk Manager for Township of Delaware; John Moore - Risk Manager for Borough of Raritan; Amy Pieroni - Risk Manager for Township of Bridgewater, and Patti Fahy, Account Executive from Acrisure, LLC.

MOTION TO APPROVE MINUTES FROM THE JANUARY 22ND, 2020 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: No additions to the report submitted, however, Raymond L. Hughes II welcomed any questions.

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 new legislation aimed at amending the New Jersey's Law Against Discrimination has been

put on hold at this time as the New Jersey Legislature is focused on the emergency presented by the Corona Virus pandemic. She noted however that once this legislation goes into effect, it is expected that public entities will experience an increase in LAD claims. She anticipates that the NJ Legislature will revisit this topic again some time in the Fall of 2020. Fund Attorney Berry also highlighted other case law contained in her report.

Furthermore, she informed the Fund that Governor Murphy signed approximately eighteen new Bills to address a number of issues public entities are facing in light of the CoVid-19 pandemic. Specifically, the law setting forth the time frame in which an entity must respond to an Open Public Records Act request has been extended. Additionally, the Open Public Meetings Act has been amended to allow public entities to hold electronic meetings and to provide notice of meetings on the internet. Questions were raised regarding the changes.

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 advised that the SCJIF Safety Committee met on February 4th and March 3rd, 2020 and the Meeting Minutes along with the JIFNEWS Volume 11 Issue 2 were contained in the Meeting Package distributed to the Fund Members. NJRM also distributed electronically several handouts and Toolbox Talks to the Safety Committee which were also discussed in further detail during the Safety Meetings. Ms. Hydro also advised that NJRM provided 2019 data for loss time to each Entity in order to assist them in completing OSHA 300 Forms for recordable injuries.

A First Quarter Training entitled *Strains, Sprains, and Body Mechanics* was held on Thursday, March 5th, 2020 at the Raritan Valley Community College and approximately 45 employees were in attendance. The Somerset County Park Commission in conjunction with the Somerset County Emergency Services Training Academy also held a workshop for animal handling geared towards First Responders on March 8th, 2020 at the Lord Stirling Stables.

In light of the recent developments of the Corona Virus outbreak, Committee Representatives have been very vigilant and continue to monitor the situation through different governmental sources including the World Health Organization, Centers for Diseases and Control, and New Jersey Poison Control along with the State and local government Departments of Health. As the effects of the pandemic continue to disrupt the daily activities of our Member Entities, NJRM recommends and encourages that Human Resources and Administration Departments review and update their business continuity plans.

Executive Order #4 signed by Governor Murphy has been distributed to all Safety Committee Members and Representatives. Finally, the 2019 Workers' Compensation Year End Trend Analysis and Evaluation has been provided to all Entity Members along with the individual analysis. This information is also available by logging in to the Fund's website (<http://scjif.org>).

The next regular SCJIF Safety Committee Meeting scheduled for April 7th, 2020 has been cancelled.

Claims Committee: The Claims Committee met on March 18th, 2020 and the Meeting Minutes are contained in the Meeting Package.

Contract Committee: No additions to the report submitted.

Legislative Committee: Fund Attorney Berry advised that new legislation is introduced every Legislative Session. Historically the Fund's Legislative Committee would review the legislation to determine if any of the Bills introduced would have a direct impact on Joint Insurance Funds. Thereafter, the Legislative Committee would convene and decide whether or not to support, oppose or remain neutral on the Bill. Those recommendations were presented to the Fund and if the SCJIF decided to adopt a position on a particular Bill, letters were prepared and submitted to the sponsors of the Bill advising of the Fund's position. However, this year the Legislative Committee decided to take a different approach. Fund Attorney Berry advised that she will continue to monitor and report to the Board of Commissioners on any Bills introduced that would impact the SCJIF. No questions or concerns were raised regarding this change.

#20-018 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	YVONNE CHILDRESS	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	DONALD HUTCHINS	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

OLD BUSINESS

#20-017 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN FEBRUARY 2020:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	DONALD HUTCHINS	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

#20-019 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN MARCH 2020:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	DONALD HUTCHINS	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

NEW BUSINESS

Raymond L. Hughes II, NJRM, announced that the Amended Final Budget for the 2020 Fund Year has been completed and distributed prior to the Meeting. He stated that the yearly increase has been kept under 2%. In fact, no individual Somerset County Joint Insurance Fund Member will be paying more than 1.9%. Despite

the instability of the insurance market at the moment, he is pleased with the favorable results obtained through the extensive negotiations. He welcomed questions.

#20-020 RESOLUTION INTRODUCING THE AMENDED BUDGET FOR THE 2020 FUND YEAR:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	DONALD HUTCHINS	X			
TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL	X			
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

MOTION TO APPROVE MINUTES FROM THE JANUARY 22ND, 2020 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO ADJOURN AT 9:06 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,


Gregory J. Bonin, Secretary