

STATEMENT OF PROPER NOTICE READ BY GEOFFREY SORIANO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, May 27th, 2020 at 8:32 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.

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	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

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	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
JENNIFER HARRINGTON	Borough of High Bridge	Absent

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

ACTUARY:

THE ACTUARIAL ADVANTAGE
◆ Eric Bause

AUDITOR:

SUPLEE, CLOONEY & COMPANY
◆ Robert Butvilla

INTRODUCTION OF GUESTS: Participating in this meeting were: David Balken - Risk Manager for the Borough of High Bridge and Township of Clinton; Louis Beckerman- Risk Manager for the Township of Green Brook; James T. Rick- Risk Manager for the Township of Branchburg; Michael Sabbagh- Risk Manager for the Township of Delaware; John Moore-Risk Manager for the Borough of Raritan; and Amy Pieroni-Risk Manager for the Township of Bridgewater. The Auditor, Robert Butvilla of Suplee, Clooney and Company & the Actuary, Eric Bause of The Actuarial Advantage were also participating to address the Board as well as Jackie Fresco, Account Manager from Guardian Public Entity Claims Services.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE MARCH 25TH, 2020 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner McDaniel
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 reviewed the Memorandum issued by the Government Records Council regarding the recent amendments to the Open Public Records Act ("OPRA"). She emphasized that Records Custodians should make reasonable efforts to respond to OPRA requests within the new parameters set forth by this law. Fund Attorney Berry also highlighted case law contained in her Report and the impact of these laws on public entities.

Third Party Administrator: No additions to the report submitted, however, Javier Esparra, NJRM, welcomed questions from the Fund Members.

Custodian of Funds: No additions to the report submitted.

Actuary: Mr. Eric Bause of The Actuarial Advantage addressed the Board regarding analysis of the Somerset County Joint Insurance Fund's net and loss and allocated loss adjustment expense reserves, as well as the projected Incurred But Not Report (IBNR) losses. The complete findings are contained in the *Statement of Actuarial Opinion* dated March 11, 2020.

Auditor: Mr. Robert Butvilla of Suplee, Clooney and Company advised that the report entitled *The Report of Audit on the Financial Statements of the Somerset County Joint Insurance Fund for Years Ended December 31, 2019 and 2018* was clean, as noted in the final page with no Comments or Recommendations. He indicated that while the circumstances were different this year due to the pandemic, the audit was completed on time without any issues.

COMMITTEE REPORTS

Safety Committee: In addition to the report submitted, Maryjane Hydro advised that the SCJIF Safety Committed did not meet in April and in place of the Meeting an electronic mailing was distributed to the Safety Representatives containing:

- Second Quarter JIFNEWS
- Sample social distancing signs to close County & Municipal Parks
- Working from Home Tips for Productivity, Mental Health and Staying Healthy
- OSHA Alert Preventing Worker's Exposure to Coronavirus
- COS Dept of Health Emergency Preparedness Coronavirus Situation Update
- 2019 Year End Workers' Compensation Claim Trend Analysis & Evaluation for All Locations

On May 5th, 2020 the SCJIF Safety Committee met telephonically and approximately 21 participants were on the telephone conference. Members that participated were reminded to take advantage of the Safety On-Line

Training courses offered through the Fund's website available to all employees of the Somerset County Joint Insurance Fund. The Minutes for the telephone conference were submitted in the package.

Due to the COVID-19 pandemic, the Safety Recognition Breakfast has been re-scheduled to September 15th, 2020. Special Guest Speaker, Laurie R. Doran, Director of Intelligence and Operations of the New Jersey Office of Homeland Security and Preparedness will provide a presentation during this event.

Ms. Hydro stated that a Guide for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes issued by the Centers for Disease Control and Prevention has not only been distributed electronically but also posted in the Fund's website. In addition to this, a "COVID-19 Back-to-Work" Checklist was recently shared with the Fund Commissioners to assist executive level administrators in planning and strategizing the re-opening phase of their facilities, recognizing that each Entity's plan to return will look different regarding key issues.

The next regular SCJIF Safety Committee Meeting is scheduled for Tuesday, June 2nd, 2020 at 9:00 a.m. and will be held telephonically.

Claim PAR Committee: Committee Chairperson Trojan stated that the Committee met on April 22nd and May 18th, 2020 and the Meeting Minutes are submitted in the Meeting Package.

#20-022 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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			

Mr. Raymond L. Hughes II thanked the Actuary, Eric Bause and the Auditor, Robert Butvilla for their outstanding work and contributions to the Board and for issuing their reports in a timely manner.

#20-023 RESOLUTION APPROVING ACTUARIAL REPORT:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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			

#20-024 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING BODY:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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

#20-021 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN APRIL 2020:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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			

#20-025 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN MAY 2020:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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

#20-026 RESOLUTION APPROVING THE AMENDED BUDGET FOR THE 2020 FUND YEAR:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL 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	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 OPEN MEETING FOR PUBLIC COMMENT ON THE AMENDED BUDGET AT 8:56 A.M. TO DISCUSS:

MOTION: Commissioner Robinson
SECOND: Commissioner Bonin
VOTE: Unanimous

PUBLIC COMMENT: None.

MOTION TO RETURN TO REGULAR MEETING AT 8:57 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO ADJOURN AT 8:58 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,

Gregory J. Bonin, Secretary