

**SOMERSET COUNTY JOINT INSURANCE FUND**  
**FUND COMMISSIONER'S MEETING MINUTES**  
**July 22<sup>nd</sup>, 2020**

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**STATEMENT OF PROPER NOTICE READ BY GEOFFREY SORIANO:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, July 22<sup>nd</sup>, 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.

**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	Absent
RAELENE SIPPLE	Somerset County Vocational & Technical Schools	Absent
GREGORY J. BONIN	Township of Branchburg	Absent
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	Absent
CARLA CONNER	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Absent
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
JENNIFER HARRINGTON	Borough of High Bridge	Absent

**ADDITIONAL PARTICIPANTS/GUESTS**

**EXECUTIVE DIR/ADMIN:** NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.  
♦ 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, Louis Beckerman  
♦ Township of Green Brook

LAFONTAINE & BUDD, James T. Rick, Jr.  
♦ Township of Branchburg

RICHLAND KNOWLES AGENCY, Michael Sabbagh  
♦ Township of Delaware

CLAIMS ADMINISTRATOR:

GUARDIAN PUBLIC ENTITY CLAIMS SERVICES  
♦ Jacquelyn Fresco

AUDITOR:

ALAN GRAY, LLC  
♦ Normand Vermette

**PUBLIC COMMENT:** None.

**MOTION TO APPROVE MINUTES FROM THE MAY 27<sup>TH</sup>, 2020 MEETING:**

**MOTION:** Commissioner Fleming  
**SECOND:** Commissioner Genova  
**VOTE:** Unanimous

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** No additions to the report submitted, however, Maryjane Hydro welcomed any questions and/or comments.

**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 provided additional comments and information regarding Bills currently pending before the Legislature which could potentially impact local law enforcement agencies and possible amendments to the “Law Against Discrimination”. She is confident that these Bills, as well as others discussed in further detail in her Report, will inevitably be signed into Law.

**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.

### **COMMITTEE REPORTS**

**Safety Committee:** In addition to the report submitted, Maryjane Hydro advised that the SCJIF Safety Committee met telephonically on June 2<sup>nd</sup>, 2020 and approximately 20 participants were on the telephone conference. The meeting was mainly focused on COVID-19 as well as guidance for returning to work safely during this pandemic. The Summer Safety Package was distributed to all Safety Committee Members on July 1<sup>st</sup>, 2020 and a copy is also included in the Commissioners Package containing the following articles:

- July 2020 JIFNEWS- A Quarterly Newsletter featuring Safety, Health & Wellness
- Before Leaving Home ... Hiking Begins Before You Reach The Trailhead (American Hiking Society)
- Camping Health and Safety Tips (Centers for Disease and Control and Prevention)
- Nature Makes You... Healthy Parks, Healthy People (National Parks Service)
- A Different Kind of Water Safety This Summer/COVID19 (American Red Cross)
- Lightning: Lightning Safety Tips (Centers for Disease Control and Prevention)
- Grilling Safety (National Fire Protection Association)

The SCJIF Safety Committee will reconvene again on Tuesday, September 15<sup>th</sup>, 2020 at the Annual Safety Recognition Breakfast at the Somerville B.P.O.Elks Lodge #1068. 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. Whether this event will be held indoors or outdoors will depend on the current situation of the COVID-19 pandemic.

**Claim PAR Committee:** Maryjane Hydro, NJRM, stated that the Committee met on June 24<sup>th</sup> and July 13<sup>th</sup>, 2020 and the Meeting Minutes are submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the agenda.

**Claim Audit Committee:** Committee Chairman Brian Auger informed that a report and summary of the June 29<sup>th</sup>, 2020 meeting is included in the Meeting Package.

To further elaborate on the findings, Mr. Normand Vermette of Alan Gray, LLC addressed the Fund Members. This year the audit was conducted during the week of June 12<sup>th</sup>, 2020 via remote access. He noted that while this is the first year that the SCJIF has utilized the services of Guardian Public Entity Claims Services (GPECS) and First MCO, he was extremely pleased with the results. He explained that random samples of the five lines of coverage were taken and particular attention was placed on how well communication, claims systems, and claim handling were being managed. Mr. Vermette informed that the claims are consistently handled in accordance with the Industry's Best Practices by the new vendors. Throughout the claims handling process GPECS and FMCO are protecting the interests of the SCJIF Members. The Workers' Compensation claims reviewed, revealed that proper protocols are in place so that the injured employee can return to work as soon as possible.

Fund Attorney Berry explained that this independent audit is unique to the Somerset County Joint Insurance Fund and not done by other Joint Insurance Funds. New Jersey Risk Managers independently arranges to have

this annual claim audit completed to ascertain industry best practices of claims handling and to determine if any modifications need to be made to improve the quality of service to Somerset County Joint Insurance Fund Members.

**#20-028 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Cupit  
**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	THOMAS GENOVA	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL			X	
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

**OLD BUSINESS**

**#20-027 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN JUNE 2020:**

**MOTION:** Commissioner Fleming  
**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	THOMAS GENOVA	X			

TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL			X	
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

**#20-029 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN JULY 2020:**

**MOTION:** Commissioner Fleming  
**SECOND:** Commissioner Genova  
**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	THOMAS GENOVA	X			
TOC	CARLA CONNER			X	
TOD	DIANE Mc DANIEL			X	
BOR	DANIEL JAXEL	X			
BHB	BONNIE ANN FLEMING	X			

**MOTION TO ADJOURN AT 8:52 A.M.:**

**MOTION:** Commissioner Genova  
**SECOND:** Commissioner Cupit  
**VOTE:** Unanimous

Respectfully submitted,

  
Gregory J. Bonin, Secretary