

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 27, 2021**

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 27, 2021 at 9:03 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	Absent
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
VITA MEKOVETZ	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	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	Present
THOMAS GENOVA	Township of Bridgewater	Present
CARLA CONNER	Township of Clinton	Absent
JAMES WALTMAN	Township of Delaware	Absent

ADDITIONAL PARTICIPANTS/GUESTS

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.

♦ Raymond L. Hughes II ♦ Maryjane Hydro ♦ Javier B. Esparra
♦ H. James Griffith ♦ Kenneth Spiller ♦ 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

ACRISURE, Louis Beckerman
◆ Township of Green Brook

ACRISURE, Amy Pieroni
◆ Township of Bridgewater

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

INTRODUCTION OF GUESTS: Colleen Mahr/County of Somerset Administrator, Karen Gilbert/Township of Raritan Administrator, and Patti Fahy/Acrisure North American Insurance Management all participated.

PUBLIC COMMENT: Thanks were offered to Commissioners Geoffrey Soriano and Gregory Bonin for their service to the Fund as 2020 Chair and Secretary. Welcome was extended to Somerset County Administrator Colleen Mahr, Raritan Township Administrator Karen Gilbert, and two new Commissioners Vita Mekovetz/Township of Clinton and James Waltman/Township of Delaware.

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 2021 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN:	John Trojan, Raritan Valley Community College
VICE-CHAIRMAN:	Gregory J. Bonin, Township of Branchburg
SECRETARY:	Brian Auger, Somerset County Library Commission

EXECUTIVE COMMITTEE: Kelly Cupit, Township of Green Brook
Donald Hutchins, Township of Raritan
Michael Pappas, Township of Bridgewater
Vita Mekovetz, Township of Clinton

ALTERNATES: Diane McDaniel, Township of Delaware
Shanel Y. Robinson, County of Somerset
Raelene Sipple, Somerset County Vocational & Technical Schools
Geoffrey D. Soriano, Somerset County Park Commission

Maryjane asked for any other nominations: None.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Bonin
SECOND: Commissioner Trojan
VOTE: Unanimous

At this time, the meeting was turned over to Chairman Trojan to follow the Reorganization Agenda.

- #21-001** Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #21-002** Designating regular meeting place & dates and designating the official newspapers for the 2021 Fund year
- #21-003** Designating State approved public depositories as official depositories of SCJIF for 2021 and each Fund account year
- #21-004** Memorializing designations of individuals authorized as Fund check signatories for the 2021 Fund year
- #21-005** Setting an interest rate on delinquent assessments for the 2021 Fund year
- #21-006** Appointing a Public Agency Compliance Officer
- #21-007** 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
- #21-008** Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #21-001 to #21-008 FROM THE REORGANIZATION AGENDA:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL ROBINSON	X			
SCPC	DONNA UMGELTER	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	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 16, 2020 MEETING:

MOTION: Commissioner Bonin
SECOND: Commissioner Pappas
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: Maryjane Hydro stated two Members, the Borough of Raritan from Somerset County and the Borough of High Bridge from Hunterdon County are non-renewed as of January 1st, 2021. Both of these members were in the Somerset County Joint Insurance Fund for one term and returned to their former joint insurance funds. Discussion followed on the philosophy of fiscal responsibility for the management and success of the SCJIF.

In addition to the report submitted, 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 elaborated on recent case law regarding First Aid Squad Responders charged with negligence.

Additionally, there was review of S771 pending Workers' Compensation Legislation which would amend law to provide that an injury is compensable if it occurs in a parking area provided or designated by the employer or if it occurs when an employee is traveling directly between the parking area and the place of employment.

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

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS

PLEASE TAKE NOTE OF THE NEW 2021 SCJIF COMMITTEE ASSIGNMENTS INCLUDED IN THE PACKAGE.

Safety Committee: In addition to the report submitted on behalf of Committee Chair Sipple, Maryjane Hydro of NJRM, advised that the SCJIF Safety Committee met telephonically on January 12th, 2021. New Jersey Risk Managers shared electronically and included in the package the January JIFNEWS Quarterly Newsletter focusing on Safety, Health & Wellness.

The Committee had a discussion and review of Maggie's Law along with a reminder of the personal implications to employees about driving while sleep deprived. Sample policies were provided to the Safety Representatives.

Appropriate personnel responsible for completing OSHA300 forms for each Fund Member were provided data capturing employee's lost time during the 2020 calendar year. As a reminder, these reports have been provided as a tool to be utilized in calculating what is OSHA reportable for each entity.

There was discussion on the need to have the Department Heads of the various SCJIF Fund Members receive training on Workers' Compensation First Report Of Injury (FROI) paperwork and the process. Additional information will be forthcoming to address this request.

The next scheduled safety meeting will be held telephonically on Tuesday, February 2nd at 9:00 a.m.

Claim PAR Committee: Committee Chair Trojan stated that the Committee met on January 19th, 2021 and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

Finance/Contract Committee: Committee Chairperson Gregory Bonin informed all in attendance that the Committee met via Zoom on January 14th to review the 2021 Service Provider Request for Proposal (RFP) submissions. A summary of the recommendations was contained in the report submitted and was further provided by Commissioner Bonin. Contracts and letters will be issued in accordance with the recommendations.

#21-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL ROBINSON	X			
SCPC	DONNA UMGELTER	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	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#21-010 RESOLUTION RATIFYING PAYMENT OF CLAIMS REIMBURSEMENTS & APPROVAL OF EXPENSES PAID IN JANUARY 2021:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL ROBINSON	X			
SCPC	DONNA UMGELTER	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	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#20-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2021:

MOTION: Commissioner Bonin
SECOND: Commissioner Pappas
VOTE: Unanimous

#20-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2021:

MOTION: Commissioner Bonin
SECOND: Commissioner Pappas
VOTE: Unanimous

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

At this time, Maryjane Hydro introduced Jim Griffith and Ken Spiller of NJRM to provide an overview of the highlights contained in the new user-friendly SCJIF Risk Management Plan. Discussion followed on the 2021 coverages provided to members of the Somerset County Joint Insurance Fund.

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL ROBINSON	X			
SCPC	DONNA UMGELTER	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	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

#20-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:


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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL ROBINSON	X			
SCPC	DONNA UMGELTER	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	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO ADJOURN AT 9:33 A.M.:

MOTION: Commissioner Bonin
SECOND: Commissioner Mekovetz
VOTE: Unanimous

Respectfully submitted,


 Brian Auger, Secretary