

**SOMERSET COUNTY JOINT INSURANCE FUND**  
**FUND COMMISSIONER'S MEETING MINUTES**  
**September 22, 2021**

---

**STATEMENT OF PROPER NOTICE READ BY JOHN TROJAN:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, September 22, 2021, at 9:08 a.m. via Zoom Video 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	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
KAREN GILBERT	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
WILLIAM G. HYNICK, JR.	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	Absent
CARLA CONNER	Township of Clinton	Absent
JAMES WALTMAN	Township of Delaware	Absent

**ADDITIONAL PARTICIPANTS/GUESTS**

**EXECUTIVE DIR/ADMIN:** NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.  
♦ 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, Paul Joyce

- ◆ Township of Delaware

CLAIMS ADMINISTRATOR:

GUARDIAN PUBLIC ENTITY CLAIMS SERVICES

- ◆ Jacquelyn Fresco

AUDITOR:

ALAN GRAY, LLC

- ◆ Normand Vermette

SAFETY CONSULTANT:

T&M ASSOCIATES

- ◆ Mark Worthington

**GUESTS/PUBLIC PARTICIPANTS:** Also, in attendance were: County of Somerset Administrator-Ms. Colleen Mahr and Account Executive from Acrisure, LLC-Ms. Patti Fahy.

**PUBLIC COMMENT:** None.

**MOTION TO APPROVE MINUTES FROM THE JULY 28<sup>TH</sup>, 2021 MEETING:**

<b>MOTION:</b>	<b>Commissioner Bonin</b>
<b>SECOND:</b>	<b>Commissioner Mekovetz</b>
<b>VOTE:</b>	<b>Unanimous</b>

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** No additions to the report submitted, however, Ms. Maryjane Hydro, NRJM welcomed any questions 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 remarks on the cases included in her report and the potential impact on public entities.

Recent inquiries have been made regarding a potential mandate for COVID-19 vaccines and/or mandatory testing. To that end, Attorney Berry advised that the Federal Executive Orders currently issued apply to private businesses with more than 100 employees, federal employees or any private businesses that contract with the Federal Government. Attorney Berry will continue to keep the Fund Members apprised of new developments that may impact public entities.

Due to time limitations, Fund Attorney Berry requested to move the New Business matters forward in the Agenda.

At this time, Fund Attorney Berry reviewed the documentation for the 2021 Return of Surplus. She explained the procedures required by the Department of Banking and Insurance when filing to return surplus. Further, she elaborated that based upon the available funds along with the recommendation of the Fund's Actuary, it was determined that 15% return of surplus was appropriate in order to maintain the SCJIF in a strong financial position.

**#21-031 RESOLUTION AUTHORIZING INTER TRUST FUND TRANSFER:**

**MOTION:** Commissioner Sipple  
**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	KAREN GILBERT			X	
TOBW	MICHAEL PAPPAS	X			
TOC	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

**#21-032 RESOLUTION DECLARING A DIVIDEND:**

**MOTION:** Commissioner Sipple  
**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	KAREN GILBERT			X	
TOBW	MICHAEL PAPPAS	X			
TOC	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

**Third Party Administrator:** In addition to the report submitted, Mr. Javier Esparra, NJRM welcomed questions from the Fund Members.

**Custodian of Funds:** No additions to the report submitted. However, Ms. Childress was available to address questions.

#### **COMMITTEE REPORTS**

**Safety Committee:** On behalf of Committee Chairperson Sipple, Ms. Maryjane Hydro, NJRM, advised that after the summer hiatus the Safety Committee met on September 14<sup>th</sup>, 2021 via Zoom Video Conference. Ms. Hydro also mentioned that the Summer Safety Package distributed in July 2021 featured very timely articles from the Federal Emergency Management Agency (FEMA) on preparing for emergencies. Furthermore, New Jersey Risk Managers is committed to assisting our Member Entities in the recovery process as a result of the damages sustained from Hurricane Ida. To that end, NJRM recently distributed information detailing the claim procedures in place to request assistance from FEMA.

Ms. Hydro also advised that first “*Chainsaw Safety Training*” took place on September 21<sup>st</sup>, 2021 at the Somerset County North Garage/Camp Cromwell in Bridgewater. This four-hour training seminar was presented by Mr. Warren Hippeli and Mr. Hans Tielmann from NJ Crane Experts of Flemington. Twenty-five (25) employees participated in this seminar and expressed positive feedback. Additional classes will be held at the Township of Raritan October 7<sup>th</sup>, and the Somerset County Park Commission October 26<sup>th</sup>.

The next scheduled Safety Committee Meeting will be held on Tuesday, October 5<sup>th</sup>, 2021 at 9:00 a.m. via ZOOM.

Furthermore, the 2021 Mid-Year Workers’ Compensation Trend Analysis and Evaluation for the Fund and for each individual Member were distributed and are available on the proprietary section of the SCJIF website. Mark Worthington of T&M Associates discussed the positive trends for the Fund. He welcomed questions from the Members.

**Claim PAR Committee:** In addition to the reports submitted and on behalf of Committee Chairperson Soriano, Ms. Hydro advised that the results of the Claim PAR Committee Telephonic Meetings held on August 25<sup>th</sup>, 2021 and September 14<sup>th</sup>, 2021 will be ratified during the Old Business portion of the Agenda.

**Claim Audit Committee:** Committee Chairperson Brian Auger informed that a complete report and summary of the August 30<sup>th</sup>, 2021 ZOOM meeting is included in the Meeting Package.

Mr. Normand Vermette of Alan Gray, LLC addressed the Board Members to further discuss the positive findings. This year the audit was conducted between July 26<sup>th</sup>, 2021 and August 6<sup>th</sup>, 2021 via remote access to the Claim Pilot System as well as First MCO's system. He noted that the random samples of the five lines of coverage selected were from computer runs indicating claims history during the period of May 1, 2020 thru April 1, 2021. Mr. Vermette informed that the claims are overwhelmingly and consistently handled in accordance with the highest Industry's Best Practices by the Fund's current vendors. Mr. Vermette noted that claims were investigated quickly and resolved fairly and in a timely manner by all parties involved.

**#21-030 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Robinson  
**SECOND:** Commissioner Bonin  
**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	KAREN GILBERT			X	
TOBW	MICHAEL PAPPAS	X			
TOC	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

**OLD BUSINESS**

**#21-028 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN AUGUST 2021:**

**MOTION:** Commissioner Bonin  
**SECOND:** Commissioner Cupit  
**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	KAREN GILBERT			X	
TOBW	MICHAEL PAPPAS	X			
TOC	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

**#21-029 RESOLUTION RATIFYING PAYMENT OF CLAIMS REIMBURSEMENTS & APPROVAL OF EXPENSES PAID IN SEPTEMBER 2021:**

**MOTION:** Commissioner Bonin  
**SECOND:** Commissioner Cupit  
**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	KAREN GILBERT			X	
TOBW	MICHAEL PAPPAS	X			
TOC	VITA MEKOVETZ	X			
TOD	DIANE Mc DANIEL	X			

Ms. Maryjane Hydro, NJRM also requested that Member Entities return completed 2022 Renewal Applications to New Jersey Risk Managers as soon as possible.

**MOTION TO ADJOURN AT 9:48 A.M.:**

**MOTION:** Commissioner Soriano  
**SECOND:** Commissioner Bonin  
**VOTE:** Unanimous

Respectfully submitted,

  
Brian Auger, Secretary