

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 26, 2022

STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO: Adequate notice of the regular meeting of the SCJIF held on Wednesday, January 26, 2022 at 9:04 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	Present
MICHAEL PAPPAS	Township of Bridgewater	Present
VITA MEKOVETZ	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Present
GLENN CULLEN	Borough of South Plainfield	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
DONNA UMGELTER	Somerset County Park Commission	Absent
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	Absent
CAROL BARBATI	Township of Raritan	Absent
THOMAS GENOVA	Township of Bridgewater	Present
CARLA CONNER	Township of Clinton	Present
JAMES WALTMAN	Township of Delaware	Absent
VACANT	Borough of South Plainfield	Vacant

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 & Borough of South Plainfield

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

INTRODUCTION OF GUESTS: Colleen Mahr/County of Somerset Administrator, and Patti Fahy/Acrisure North American Insurance Management also participated.

PUBLIC COMMENT: Ms. Hydro announced that as of January 1, 2022 the Borough of South Plainfield has joined the Somerset County Joint Insurance Fund as a new Member. Commissioner Glenn Cullen-Borough of South Plainfield was officially welcomed. Thanks were offered to Commissioners John Trojan and Brian Auger for their service to the Fund as 2021 Chairman and Secretary.

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 2022 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN:	Gregory Bonin, Township of Branchburg
VICE-CHAIRMAN:	Brian Auger, Somerset County Library Commission
SECRETARY:	Kelly Cupit, Township of Green Brook

EXECUTIVE COMMITTEE: Karen Gilbert, Township of Raritan
Michael Pappas, Township of Bridgewater
Vita Mekovetz, Township of Clinton
Diane McDaniel, Township of Delaware

ALTERNATES: Shanel Y. Robinson, County of Somerset
Raelene Sipple, Somerset County Vocational & Technical Schools
Geoffrey D. Soriano, Somerset County Park Commission
John Trojan, Raritan Valley Community College
Glenn Cullen, Borough of South Plainfield

Ms. Maryjane Hydro asked for any other nominations: None.

For the benefit of the newest Fund Member, Fund Attorney Berry elaborated on the selection process of the annual SCJIF Executive Committee positions.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Bonin
SECOND: Commissioner Sipple
VOTE: Unanimous

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

- #22-001** Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #22-002** Designating regular meeting place & dates and designating the official newspapers for the 2022 Fund year
- #22-003** Designating State approved public depositories as official depositories of SCJIF for 2022 and each Fund account year
- #22-004** Memorializing designations of individuals authorized as Fund check signatories for the 2022 Fund year
- #22-005** Setting an interest rate on delinquent assessments for the 2022 Fund year
- #22-006** Appointing a Public Agency Compliance Officer
- #22-007** 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
- #22-008** Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #22-001 to #22-008 FROM THE REORGANIZATION AGENDA:

MOTION: Commissioner Sipple
SECOND: Commissioner Trojan
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	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 16, 2021 MEETING:

MOTION: Commissioner Auger
SECOND: Commissioner Robinson
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Mr. Raymond L. Hughes II 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 expanded on a case currently being heard in the Appellate Division involving the Open Records Act and provided an update on the Legislature referenced in her Report. Discussion followed.

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

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 in-person and via telephone on January 11th, 2022 at the Somerset County Vocational & Technical Schools / TradeWins Restaurant. Ms. Hydro added that meeting in-person not only provides an opportunity to interact with the students involved in the Culinary Arts Program but Safety Committee Representatives also have an opportunity to share ideas for the benefit of the safety culture environment. However, a telephonic option remains available for Safety Representatives that prefer to dial-in as opposed to meeting in person.

Safety Representatives were also advised that the 2021 Safety Incentive Program concluded December 31, 2021; however, submissions can be forwarded until January 31, 2022 to receive credit. Final results will be provided at the annual Safety Recognition Awards Breakfast. Ms. Hydro also advised that the Safety On-Line Training Program offered thru the Fund's website is currently being upgraded. A new and improved version of the On-Line Safety Training Program should be launched in the next 30 days. Finally, the SCJIF First Quarter Training Seminar entitled "*Confined Space*" will be held on Thursday, February 24th, 2022 via Microsoft Teams and it will be conducted by the Fund's Safety Representative Mark Worthington of T & M Associates.

The next scheduled Safety Meeting will be held at the Somerset County Vocational & Technical Schools/ Trade Wins Restaurant and telephonically on Tuesday, February 1st at 9:00 a.m.

Claim PAR Committee: Committee Chairperson Soriano stated that the Committee met on January 18, 2022 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 10th to review the 2022 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.

#22-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Pappas
VOTE: Unanimous

OLD BUSINESS

#22-010 RESOLUTION RATIFYING PAYMENT OF CLAIMS REIMBURSEMENTS & APPROVAL OF EXPENSES PAID IN JANUARY 2022:

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	KAREN GILBERT	X			

TOBW	MICHAEL PAPPAS	X			
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

NEW BUSINESS

#22-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2022:

MOTION: Commissioner Trojan
SECOND: Commissioner Robinson
VOTE: Unanimous

#22-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2022:

MOTION: Commissioner Trojan
SECOND: Commissioner Pappas
VOTE: Unanimous

#22-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN FOR 2022:

MOTION: Commissioner Trojan
SECOND: Commissioner Sipple
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	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

#22-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Sipple
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	CARLA CONNER	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

MOTION TO APPROVED MINUTES FROM 12/15/21 CLOSED SESSION MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Pappas
VOTE: Unanimous

MOTION TO ADJOURN AT 9:34 A.M.:

MOTION: Commissioner Sipple
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



Kelly Cupit, Secretary