

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
May 25, 2022

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER BONIN: Adequate notice of the regular meeting of the SCJIF held on Wednesday, May 25, 2022 at 9:03 a.m. and 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	Absent
GEOFFREY D. SORIANO	Somerset County Park Commission	Absent
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
KAREN GILBERT	Township of Raritan	Present
MICHAEL PAPPAS	Township of Bridgewater	Absent
VITA MEKOVETZ	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Absent
GLENN CULLEN	Borough of South Plainfield	Absent

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	Absent
CAROL BARBATI	Township of Raritan	Absent
THOMAS GENOVA	Township of Bridgewater	Absent
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

ACTUARY:

THE ACTUARIAL ADVANTAGE

- ◆ Eric Bause

AUDITOR:

SUPLEE, CLOONEY & COMPANY

- ◆ Robert Butvilla

INTRODUCTION OF GUESTS: Patti Fahy/Acrisure North American Insurance Management as well as Eric Bause/The Actuarial Advantage and Robert Butvilla/Suplee Clooney & Company were present.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE MARCH 23rd, 2022 MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Mr. Raymond L. Hughes II provided a brief overview of the updated IBNRs (claims Incurred But Not Yet Reported). Questions were welcomed.

Fund Attorney - Claims Management / Litigation: No additions to the report submitted.

Fund Attorney – Regulatory Compliance / Legislation: Fund Attorney Berry highlighted a couple of cases illustrated in her Report and provided brief updates on Legislation. 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.

Actuary: In addition to the report submitted, 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 April 8, 2022.

Auditor: In addition to the report submitted, 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, 2021 and 2020* was clean, as noted in the final page with no Comments or Recommendations. He indicated that standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States have been followed.

COMMITTEE REPORTS

Safety Committee: In addition to the Report submitted on behalf of Committee Chair Sipple, Ms. Maryjane Hydro of NJRM advised that the Safety Committee met in-person at the Somerset County Vocational & Technical Schools/TradeWins Restaurant on April 5th and May 3rd, 2022 and the Meeting Minutes were distributed to all Fund Members electronically.

On April 26th, the SCJIF conducted Safety Training for The Aging Workforce. Mark Worthington, our Safety Consultant from T&M Associates held this seminar in-person at RVCC. The presentation was geared toward both Administration and Employees. In 1972, the average age of a US worker was 28, today it's 46. The number of workers over the age of 45 has doubled since the 1950's. We discussed diversified topics and how this impacts the workplace from all perspectives.

SCJIF On-Line Safety Training has transitioned to our new platform. Javier Esparra and Cindy Villagran of NJRM coordinated the customized program and new enhancements. Each Fund Member provided two Safety Training Administrator Managers to access the new options. Training for these Safety Training Administrator Managers has been provided. NJRM will assist with any questions or concerns for use of the website.

The catalog of 2022 Safety Training classes offered courtesy of the County of Somerset Commissioners has been placed on the SCJIF Website. These programs are available to all of our Fund Members.

We are currently reviewing timely chapters from the SCJIF Safety Manual. Mark Worthington has updated and elaborated on Chapter 5 "*Commercial Driver's License Requirements*", Chapter 25 "*Pre-Employment Procedures*", Chapter 8 "*Control of Hazardous Energy (Lock Out Tag Out)*", Chapter 9 "*Emergency Action Plans*" and Chapter 13 "*Fire Prevention Plans*". These reviews have prompted questions and discussions which have been very valuable to the Safety Committee Representatives.

The next scheduled Safety Committee meeting will be the Recognition Breakfast to be held on Monday, June 13th at 9:00 a.m. at the Somerville Elks Lodge 1068 in Bridgewater. The SCJIF Board of Commissioners support of our Safety Program and the efforts of our Safety Committees by attending would be greatly appreciated. The Special Guest Speaker this year is the Director of the NJ Office of Homeland Security and Preparedness, Laurie Doran.

Claim PAR Committee: In addition to the Report submitted on behalf of Committee Chair Soriano, Ms. Maryjane Hydro advised that the Committee met on April 27th, 2022 and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

#22-020 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

#22-021 RESOLUTION APPROVING ACTUARIAL REPORT:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

#22-022 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING BODY:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

OLD BUSINESS

#22-019 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN APRIL 2022:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

#22-023 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

NEW BUSINESS

MOTION TO OPEN MEETING FOR PUBLIC COMMENT ON THE AMENDED BUDGET AT 9:22 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

PUBLIC COMMENT: None.

MOTION TO RETURN TO REGULAR MEETING AT 9:23 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#22-024 ADOPTING THE AMENDED BUDGET FOR THE 2022 FUND YEAR:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

#22-025 RESOLUTION TO ENTER CLOSED SESSION AT 9:24 TO DISCUSS:

Workers' Compensation Claims:

- 4.14820
- 4.16824
- 4.18730
- 4.18896
- 4.18924

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION AT 9:29 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#22-026 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	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	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS			X	
TOC	CARLA CONNER	X			
TOD	DIANE Mc DANIEL			X	
BSP	GLENN CULLEN			X	

Commissioner Gilbert inquired about Employment Practices Training for the Township of Raritan. The carrier has been contacted to schedule training. As additional information is available it will be shared with the Commissioners. Chairman Bonin informed the Board that the Township of Branchburg utilizes an on-line training program which can be shared with the membership. Discussion followed.

Commissioner Trojan brought the recent cyber attack on the County of Somerset to the attention of the Board. It was recommended that any specific questions be directed to New Jersey Risk Managers and that the 2022 SCJIF Risk Management Plan should be utilized as a reference.

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

MOTION: Commissioner Auger
SECOND: Commissioner Trojan
VOTE: Unanimous

Respectfully submitted,



Kelly Cupit, Secretary