

**SOMERSET COUNTY JOINT INSURANCE FUND  
FUND COMMISSIONER'S MEETING MINUTES  
March 22, 2023**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER AUGER:** Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, March 22<sup>nd</sup>, 2023, at 9:02 a.m. 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.

**FLAG SALUTE**

**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
KAREN GILBERT	Township of Raritan	Present
MICHAEL PAPPAS	Township of Bridgewater	Present
WILLIAM CLOSE	Township of Clinton	Absent
DIANE MC DANIEL	Township of Delaware	Present
GLENN CULLEN	Borough of South Plainfield	Absent

**ALTERNATE COMMISSIONERS**

YVONNE CHILDRESS	County of Somerset	Present
JANINE ERICKSON	Somerset County Park Commission	Present
CHERYL WALLACE	Raritan Valley Community College	Absent
NADINE WILKINS	Somerset County Vocational & Technical Schools	Absent
DENISE PISKOWSKI	Township of Branchburg	Present
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	Absent
JAMES WALTMAN	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Absent

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**EXECUTIVE DIR/ADMIN:**

**NEW JERSEY RISK MANAGERS & CONSULTANTS**

♦ Barbara Murphy	♦ Maryjane Hydro	♦ Javier Esparra
♦ 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  
♦ 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, Diane Bellinger  
♦ Township of Delaware

**INTRODUCTION OF GUESTS:** Present at this meeting were: David Balken - Risk Manager for the Township of Clinton; Amy Pieroni – Risk Manager for the Township of Bridgewater and Borough of South Plainfield; and James T. Rick, Jr.- Risk Manager for the Township of Branchburg. Also, in attendance were Patti Fahey- Account Executive from Acrisure, LLC; Mark Worthington- SCJIF Safety Consultant from T&M Associates, and James Griffith, Director of Operations for Hughes-Plumer & Associates. Additionally, Ms. Jackie Fresco from Guardian Public Entity Claims Services presented the Payment Authorization Requests during Closed Session.

**PUBLIC COMMENT:** None.

**MOTION TO APPROVE MINUTES FROM THE JANUARY 25, 2023, MEETING:**

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

**SERVICE PROVIDER REPORTS:**

**Executive Director/Administrator:** In addition to the Report submitted, Ms. Barbara Murphy advised that New Jersey Risk Mangers is currently reviewing Financial Statements which will be presented to the Board at a later date.

**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 details and information on the caselaw included in her Report.

**Third Party Administrator:** No additions to the report submitted.

**Custodian of Funds:** No additions to the report submitted.

**COMMITTEE REPORTS:**

**Safety Committee:** In addition to the report submitted, Ms. Maryjane Hydro stated that the Safety Committee met on February 7<sup>th</sup>, and March 7<sup>th</sup>, 2023 and the Minutes from these Meetings were included in the Meeting Package.

She further advised that New Jersey Risk Managers along with our partners Guardian Public Entity Claim Services (GPECS) and First MCO presented a seminar via Zoom Videoconferencing for Administrators, Managers, Supervisors and Department Heads of the various SCJIF Fund Members providing training on processing of Liability & Property Claim Reporting and Workers' Compensation First Report of Injury (FROI) forms. The information presented explained the purpose and intent of all forms. In light of this, effective March 1<sup>st</sup>, 2023 claim filing documents have been updated and distributed electronically to the appropriate personnel in each Entity. New Jersey Risk Managers is requesting that the new forms be shared internally with the various departments within each individual organization. Due to this change, all previous claim filing documents are to be destroyed and replaced with the amended forms. The following updated form are also available on the SCJIF website.

- SCJIF Internal Incident Report for General Liability, Auto Liability, Property
- Notification Procedures for Reporting Workers' Compensation Claims
- FROI- First Report of Injury for Workers' Compensation
- Supervisor's Report for Workers' Compensation
- Employee's Report for Workers' Compensation

On March 7<sup>th</sup>, 2023 PEOSH Occupational Safety Consultant, Ms. Sandra Clanton from the New Jersey Department of Labor & Workforce Development conducted a PowerPoint Presentation on the commonly cited hazards. Ms. Clanton explained that the State's PEOSH Program offers free training and consulting programs. Safety Representatives received a Course Catalog of Occupational Safety Training which was also posted on the SCJIF Website.

Additionally, the Fund's 2023 first quarter training seminar entitled "Emergency Preparedness" was presented by the Fund's Safety Consultant Mark Worthington of T&M Associates on March 14<sup>th</sup>, 2023, via Zoom Videoconferencing. Approximately 32 employees participated in this seminar and the PowerPoint Presentation has been posted on the SCJIF website. As a result of this presentation, Emergency Action Plans for all Fund Members are being compiled for review and discussion.

A copy of the JIFNEWS Volume 14, Issue 2, April 2023 containing valuable information for recognizing hidden dangers in the office environment was also included in the Meeting Package.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, April 4<sup>th</sup>, 2023, at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

The 2022 Year-End Workers' Compensation Claim Trend Analysis & Evaluation has been provided to each Entity and is available on the Members Only portion of the SCJIF website. Safety Consultant Mark Worthington of T&M Associates provided an overview of the Trend Analysis. He noted that the "Total Net Paid to Date" figure for all locations is trending down and commended the Fund for maintaining the safety culture. Questions were welcomed.

**Claim PAR Committee:** Committee Chairperson Soriano stated that the Committee met on February 22<sup>nd</sup>, 2023 and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

**#23-018 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Cupit  
**SECOND:** Commissioner Soriano  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN			X	
SCVT	RAELENE SIPPLE			X	
TOB	DENISE PISZKOWSKI	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE			X	
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

**OLD BUSINESS:**

**#23-017 RESOLUTION AUTHORIZING PAYMENT OF CLAIM REIMBURSEMENTS & APPROVING EXPENSES PAID IN FEBRUARY 2023:**

**MOTION:** Commissioner Cupit  
**SECOND:** Commissioner Soriano  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN			X	
SCVT	RAELENE SIPPLE			X	
TOB	DENISE PISZKOWSKI	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE			X	
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

**#23-019 RESOLUTION APPROVING PAYMENT OF CLAIM REIMBURSEMENTS & CURRENT EXPENSES:**

**MOTION:** Commissioner Cupit  
**SECOND:** Commissioner Soriano  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN			X	
SCVT	RAELENE SIPPLE			X	
TOB	DENISE PISZKOWSKI	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE			X	
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

**NEW BUSINESS**

**#23-020 RESOLUTION TO ENTER CLOSED SESSION AT 9:26 A.M. TO DISCUSS:**

Workers' Compensation Claims:

- 4.16408
- 4.17330
- 4.19334
- 4.19433
- 4.19470

Property Claim:

- 4.19115

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

**MOTION TO RETURN TO REGULAR MEETING AT 9:32 A.M.:**

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

**#20-021 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

**MOTION:** Commissioner Cupit  
**SECOND:** Commissioner Soriano  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN			X	
SCVT	RAELENE SIPPLE			X	
TOB	DENISE PISZKOWSKI	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE			X	
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

**MOTION TO APPROVE MINUTES FROM THE JANUARY 25, 2023, CLOSED SESSION:**

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

**MOTION TO ADJOURN AT 9:35 A.M.:**

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

Respectfully submitted,



Karen Gilbert, Secretary