

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
May 24th, 2023

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER AUGER: Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, May 24th, 2023, at 9:05 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	Present
RAELENE SIPPLE	Somerset County Vocational & Technical Schools	Present
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	Absent
WILLIAM CLOSE	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Absent
GLENN CULLEN	Borough of South Plainfield	Absent

ALTERNATE COMMISSIONERS

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

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS

◆ Barbara Murphy	◆ Maryjane Hydro	◆ Javier Esparra
◆ Kenneth Spiller	◆ Cindy Villagran	◆ Lucy Martins
		◆ Roxana Lavoie

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

ACTUARY:

THE ACTUARIAL ADVANTAGE

- ◆ Kyle Mrotek

AUDITOR:

SUPLEE, CLOONEY & COMPANY

- ◆ Robert Butvilla

INTRODUCTION OF GUESTS: Present at this meeting were: David Balken - Risk Manager for the Township of Clinton; Louis Beckerman- Risk Manager for the Township of Green Brook; Amy Pieroni – Risk Manager for the Township of Bridgewater and Borough of South Plainfield; and Diane Bellinger- Risk Manager for the Township of Delaware. Also, in attendance was Ms. Lisa Hamm, President of Richland Knowles Agency. Additionally, Mr. Kyle Mrotek/The Actuarial Advantage and Mr. Robert Butvilla/Suplee Clooney & Company were also present to address the Board of Commissioners. Mr. Leo Petetti/1st Alert Appraisals provided a presentation concerning the impact of the auto industry on Public Entity auto physical damage claims during Closed Session.

PUBLIC COMMENT: None.

MOTION TO APPROVE MINUTES FROM THE MARCH 22, 2023, MEETING:

MOTION:	Commissioner Trojan
SECOND:	Commissioner Cupit
VOTE:	Commissioner Close Abstains

SERVICE PROVIDER REPORTS:

Executive Director/Administrator: No additions to the report submitted.

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 regarding case law cited in her report. Fund Attorney Berry also commented on case law relating to an OPRA matter concerning the expectation of privacy that a member of the public has while corresponding via electronic mail with public entities and elected officials. Additional information was also shared with Members of the Board potential Legislation regarding the “Elections Transparency Act” and the “Open Meetings Act”.

Furthermore, the Somerset County Joint Insurance Fund values opinions when members of the public speak on matters of community interest. To that end, a *Policy for Public Participation* previously distributed electronically to the Board for guidelines on public comment during SCJIF Public Meetings was adopted by Motion.

MOTION APPROVING POLICY FOR PUBLIC PARTICIPATION:

MOTION:	Commissioner Cupit
SECOND:	Commissioner Sipple
VOTE:	Unanimous

Third Party Administrator: In addition to the report submitted, Mr. Javier Esparra, NJRM, advised that due to the current state of the insurance market, it may be necessary for either the Coverage Committee or Finance Committee to meet and review options available to secure insurance coverage for the upcoming Fund Year. Additional information will be provided in the future.

Custodian of Funds: No additions to the report submitted.

Actuary: In addition to the report submitted, Mr. Kyle Mrotek of The Actuarial Advantage addressed the Board regarding analysis of the Somerset County Joint Insurance Fund’s 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 May 15, 2023. Questions were welcomed.

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, 2022 and 2021* was clean, as noted in the final page with no Comments or Recommendations.

COMMITTEE REPORTS:

Safety Committee: Ms. Maryjane Hydro, New Jersey Risk Managers stated that the Safety Committee met on April 4, 2023 and May 2, 2023 and the Minutes from these Meetings were included in the Meeting Package.

Ms. Hydro also advised that a training seminar entitled “*How to Prepare for PEOSH Inspections & OSHA Hazard Assessments*” was presented by the Fund’s Safety Consultant, Mark Worthington on Tuesday, May 9th, 2023, at Raritan Valley Community College. Approximately 21 employees were in attendance and the Power Point Presentation was posted on the Fund’s website.

Furthermore, an additional “*Employment Practices Liability Training*” will be presented on Friday, June 9th, 2023 by Attorney Amber Spataro, Esq. from the law office of Littler Mendelson, PC at the Somerset County Library Commission in Bridgewater, NJ. Invitations were previously distributed electronically. This training is recommended for administrators, managers, supervisors, and HR department heads. Attendance at this training was highly recommended.

The next meeting will be the annual SCJIF Safety Recognition Breakfast which will be held on Tuesday, June 6th, 2023 at the Somerville B.P.O. Elks Lodge #1068. This year the guest speaker will be Lt. Gregory Quintero from the Somerset County Sheriff's Office-Corrections Division. Invitations for this event have been previously distributed and were also included in the Meeting Package. The SCJIF Board of Commissioners' support of our Safety Program and the efforts of our Safety Committees would be greatly appreciated. Thereafter, the Safety Committee will be on a summer hiatus resuming regular Safety Committee Meetings on Tuesday, September 12th, 2023.

Claim PAR Committee: Committee Chairperson Soriano stated that the Committee met on April 26th, 2023 and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

#23-023 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	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN			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	AMY ANTONIDES	X			

#23-024 RESOLUTION APPROVING ACTUARIAL REPORT:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
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	GREGORY BONIN			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	AMY ANTONIDES	X			

#23-025 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
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	GREGORY BONIN			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	AMY ANTONIDES	X			

OLD BUSINESS

#23-022 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN APRIL 2023:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
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	GREGORY J. BONIN			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	AMY ANTONIDES	X			

#23-026 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	SHANEL Y. ROBINSON	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN			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	AMY ANTONIDES	X			

NEW BUSINESS

#23-027 RESOLUTION TO ENTER CLOSED SESSION AT 9:31 A.M. TO DISCUSS:

Workers' Compensation Claims:

- 4.16668
- 4.16868
- 4.18416
- 4.19247
- 4.19467

General Liability Claim:

- 4.18807

MOTION: Commissioner Sipple
SECOND: Commissioner Cupit
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:56 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

#23-028 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
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 SIFFLE			X	
TOB	GREGORY BONIN			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	AMY ANTONIDES	X			


MOTION TO APPROVE MINUTES FROM THE MARCH 22, 2023, CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Commissioners Close and Antonides-Abstain

MOTION TO ADJOURN AT 9:59 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cupit
VOTE: Unanimous

Respectfully submitted,



Karen Gilbert, Secretary