

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
January 24, 2024

STATEMENT OF PROPER NOTICE READ BY BARBARA MURPHY: Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, January 24, 2024 at 9:05 a.m. at the Somerset County Park Commission Headquarters located in Bridgewater 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	Absent
DANIEL J. HAYES, JR.	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
WILLIAM CLOSE	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Present
GLENN CULLEN	Borough of South Plainfield	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
JANINE ERICKSON	Somerset County Park Commission	Present
CHERYL WALLACE	Raritan Valley Community College	Absent
ADAM BEDER	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
CHIEF THOMAS DEROSA	Township of Clinton	Present
DIANA RUMAGE	Township of Delaware	Present
AMY L. ANTONIDES	Borough of South Plainfield	Absent

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS

♦ Barbara Murphy	♦ Maryjane Hydro	♦ Cindy Villagran
♦ Javier Esparra	♦ Kenneth Spiller	♦ 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

- ◆ 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; Lou Beckerman-Risk Manager for the Township of Green Brook; and Amy Pieroni – Risk Manager for the Borough of South Plainfield. Also, in attendance was Jackie Fresco from Guardian Public Entity Claims Services to present the Payment Authorization Requests during Closed Session.

PUBLIC COMMENT: Ms. Barbara Murphy, President of New Jersey Risk Managers & Consultants presented the 2024 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN: Kelly G. Cupit, Township of Green Brook

VICE-CHAIRMAN: Karen Gilbert, Township of Raritan

SECRETARY: William Close, Township of Clinton

EXECUTIVE COMMITTEE: Diane McDaniel, Township of Delaware

Shanel Y. Robinson, County of Somerset

Raelene Sipple, Somerset County Vocational & Technical Schools

Daniel J. Hayes, Jr., Somerset County Park Commission

ALTERNATES: John Trojan, Raritan Valley Community College

Glenn Cullen, Borough of South Plainfield

Gregory J. Bonin, Township of Branchburg

Brian Auger, Somerset County Library Commission

Barbara Murphy asked for any other nominations: There were no other nominations.

MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:

MOTION: Commissioner Trojan
SECOND: Commissioner Cullen
VOTE: Unanimous

Chairman Cupit reviewed the items listed in the Reorganization Agenda.

- #24-001** Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #24-002** Designating regular meeting place & dates and designating the official newspapers for the 2024 Fund Year
- #24-003** Designating State approved public depositories as official depositories of SCJIF for 2024 and each Fund account Year
- #24-004** Memorializing designations of individuals authorized as Fund check signatories for the 2024 Fund Year
- #24-005** Setting an interest rate on delinquent assessments for the 2024 Fund Year
- #24-006** Appointing a Public Agency Compliance Officer
- #24-007** 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
- #24-008** Approving Certifying and Approving Officer

MOTION TO APPROVE RESOLUTIONS #24-001 to #24-008 FROM THE REORGANIZATION AGENDA:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL J. HAYES, JR.	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			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 20TH, 2024, MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Cullen
VOTE: Commissioners Hayes and Gilbert Abstain

SERVICE PROVIDER REPORTS:

Executive Director/Administrator: In addition to the Report submitted, Ms. Barbara Murphy explained the Financial Fast Track Report distributed to all Fund Members, present. This Report provides an overview of the financial stability of the Fund on an unaudited basis and it will be provided to all Fund Members throughout the year to keep everyone abreast of the financial status of the Fund.

Ms. Murphy also advised that she recently met with representatives from the New Jersey Department of Banking and Insurance. During the meeting she was informed that the Department of Banking and Insurance is working diligently with Joint Insurance Funds to assist them in taking a proactive approach to take corrective actions promptly to avoid financial difficulties.

Fund Attorney - Claims Management / Litigation: No additions to the report submitted. Mr. Davis thanked the Board for the reappointment of his firm as Fund Attorney-Claims Management/Litigations Services for Fund Year 2024.

Fund Attorney – Regulatory Compliance / Legislation: In addition to the report submitted, Fund Attorney Berry provided an update on Legislature contained in her report.

Third Party Administrator: No additions to the report submitted, however, Ms. Murphy welcomed questions or comments from Fund Members.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS:

Safety Committee: Chairman Sipple advised that the Safety Committee met on January 9, 2024 and the corresponding Meeting Minutes were included in the package.

A training seminar entitled *Walking Working Surfaces, Aerial Lift & Bucket Truck Safety* has been scheduled for Tuesday, February 20, 2024, at 9:00 AM at the Somerset County Library Commission-Bridgewater Branch. The seminar will be conducted by the Fund's Safety Consultant Mark Worthington of T&M Associates.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, February 6, 2024, at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

Contract Committee: Chairperson Trojan advised that the Contract Committee met on January 4, 2024 to review the 2024 Service Provider Request for Proposal (RFP) submissions. A summary of the recommendations was contained in the report submitted. If the recommendations are accepted, contracts and letters will be issued in accordance with the report.

#24-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL J. HAYES, JR.	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			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

OLD BUSINESS:

#24-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL J. HAYES, JR.	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			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

NEW BUSINESS:

- #24-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2024**
#24-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDER FOR 2024
#24-013 RESOLUTION ADOPTING THE RISK MANAGEMENT PLAN
#24-014 RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL J. HA YES, JR.	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			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

- #24-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:32 A.M. TO DISCUSS:**

Workers' Compensation Claims:

- 4.19432
- 4.19640
- 4.20059

MOTION: Commissioner Trojan
SECOND: Commissioner Sipple
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:35 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cullen
VOTE: Unanimous

#20-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	DANIEL J. HAYES, JR.	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			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

MOTION TO APPROVE MINUTES FROM THE DECEMBER 20, 2023, CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Cullen
VOTE: Commissioners Hayes and Gilbert Abstain

MOTION TO ADJOURN AT 9: 36 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Cullen
VOTE: Unanimous

Respectfully submitted,


William Close, Secretary