

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONERS' MEETING MINUTES
March 27, 2024

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER GILBERT: Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, March 27, 2024 at 9:03 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
DANIEL J. HAYES, JR.	Somerset County Park Commission	Present
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	Absent
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	Absent

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	Present
CAROL BARBATI	Township of Raritan	Absent
CHIEF THOMAS DEROSA	Township of Clinton	Absent
DIANA RUMAGE	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Present

EXECUTIVE DIR/ADMIN:

NEW JERSEY RISK MANAGERS & CONSULTANTS

- ◆ Barbara Murphy
- ◆ Maryjane Hydro
- ◆ Cindy Villagran
- ◆ Javier Esparra
- ◆ Kenneth Spiller
- ◆ Lucy Martins
- ◆ Pamela Aquino

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; Louis Beckerman- Risk Manager for the Township of Green Brook, James T. Rick, Jr.- Risk Manager for the Township of Branchburg; and Diane Bellinger-Risk Manager for the Township of Delaware. Also, in attendance were Mark Worthington- SCJIF Safety Consultant from T&M Associates and Ms. Jackie Fresco from Guardian Public Entity Claims Services to present the Workers’ Compensation Trend Analysis and Payment Authorization Requests respectively.

PUBLIC COMMENT: None.

MOTION TO APPROVE THE AMENDED MINUTES FROM THE JANUARY 24, 2024, MEETING:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Commissioners Robinson and Antonides- Abstain

SERVICE PROVIDER REPORTS:

Executive Director/Administrator: In addition to the report submitted, Ms. Barbara Murphy advised that the Financial Fast Track as of February 28, 2024 was also distributed to all Fund Members denoting unaudited surplus figures for all Fund Years. Ms. Murphy also advised that the yearly Audit is underway, and the final Audit Report will be presented to the Board during the May 2024 SCJIF Commissioner’s Meeting.

Furthermore, Kenneth Spiller provided an update of meetings held with the various Fund Members and their respective Risk Managers regarding anticipated changes in the renewal and risk management process for the upcoming year.

Additionally, Maryjane Hydro reminded Fund Members that whenever an outside group, vendor, or activity is held at one of the Member's facilities, it is extremely important to have a Facilities Use Agreement, Contract, or Hold Harmless Agreement in place; in addition, to secure evidence of insurance reflecting proper limits of coverage and naming the Fund Member as Additional Insured. To that end, the Fund provides Insurance Recommendations to utilize as a guide to ensure that proper coverage is afforded. Further, each Fund Member should consult with their respective legal counsel and Risk Manager to ensure that proper documentation and insurance coverages are in place to protect the interest of the Entity and the Fund overall. Ms. Hydro reiterated that communication and proactive risk management are integral parts of the process.

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 of the caselaw included in her Report specifically regarding the Law Against Discrimination and discussed how the rulings in these cases may impact public entities.

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 6 and on March 5, 2024, and the Minutes from these Meetings were included in the Meeting Package.

The Fund's First Quarter Training Seminar entitled "Walking, Working, Surfaces, Aerial Lift & Bucket Truck Safety" was held on February 20, 2024 at the Somerset County Library Commission. This training seminar was conducted by the Fund's Safety Consultant Mark Worthington and approximately 60 employees participated.

Additionally, on March 11, 2024, the Fund also held a "First Amendment Audit" Seminar specific for Fund Commissioners, Business Administrators, Elected Officials, and Law Enforcements at Raritan Valley Community College. This training was conducted by Chief Keith Hummel, Director of Consulting at J.A. Montgomery Consulting. Unfortunately, only 11 employees participated in this training. For the benefit of those employees that were not able to attend, the information presented during this seminar was posted to the Fund's website. Fund Members were encouraged to review these postings and share the valuable information with appropriate personnel.

A copy of the JIFNEWS Volume 15, Issue 2, April 2024 featuring information and recommendations for organic lawns without harmful chemicals was also distributed as part of the Meeting Package. The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, April 2, 2024, at the Somerset County Park Commission.

The 2023 Year-End Workers' Compensation Claim Trend Analysis & Evaluation was provided to each Entity and the Reports are 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 mentioned that even though claims remain open for 2023, the Total Claim Costs are lower than the previous year. Based upon the results of the Trend Analysis, Mr. Worthington will work with New Jersey Risk Managers to plan for proper training for the workplace injuries that continue to trend upward.

Claim PAR Committee: Committee Chairperson Hayes stated that the Committee met on February 28, 2024, and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

Legislative Committee: On behalf of Committee Chair Robinson, Fund Attorney Berry provided an overview of Legislation introduced into the 2024-2024 NJ Legislative Session. She will continue to monitor and track the Legislation throughout the year and will inform the Fund as needed.

#24-018 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

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

ROLL CALL VOTE					
	COMMISSIONER	YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	AMY ANTONIDES	X			

OLD BUSINESS:

#24-017 RESOLUTION AUTHORIZING PAYMENT OF CLAIM REIMBURSEMENTS & APPROVING EXPENSES PAID IN FEBRUARY 2024:

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

ROLL CALL VOTE					
	COMMISSIONER	YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	AMY ANTONIDES	X			

#24-019 RESOLUTION APPROVING PAYMENT OF CLAIM REIMBURSEMENTS & CURRENT EXPENSES:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	AMY ANTONIDES	X			

NEW BUSINESS

Commissioner Trojan inquired about the revisions made to the Amended Budget. To that end, Barbara Murphy advised that the Amended Budget reflects the change in the Fund’s Membership and noted that all other assessments remain unchanged.

#24-020 RESOLUTION INTRODUCING THE AMENDED BUDGET FOR THE 2024 FUND YEAR:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	AMY ANTONIDES	X			

#24-021 RESOLUTION TO ENTER CLOSED SESSION AT 9:27 A.M. TO DISCUSS CONTRACTUAL MATTERS AND THE FOLLOWING CLAIMS:

Workers' Compensation Claims:

- 4.18426
- 4.19349
- 4.19357
- 4.19948
- 4.20173

General Liability Claims:

- 4.18154
- 4.18403

MOTION: Commissioner Trojan
SECOND: Commissioner Antonides
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:54 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Antonides
VOTE: Unanimous

#24-022 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL V. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	AMY ANTONIDES	X			

MOTION TO APPROVE MINUTES FROM THE JANUARY 24, 2024, CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Commissioners Robinson and Antonides Abstain

MOTION TO ADJOURN AT 9:57 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Antonides
VOTE: Unanimous

Respectfully submitted,


William Close, Secretary