

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONERS' MEETING MINUTES
September 25, 2024**

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER CUPIT: Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, September 25, 2024, at 9:08 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	Absent
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	Present
KAREN GILBERT	Township of Raritan	Absent
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	Absent
DALE MELVILLE	Township of Raritan	Present
CHIEF THOMAS DEROSA	Township of Clinton	Present
DIANA RUMAGE	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Present

ALSO PRESENT:

Barbara Murphy	New Jersey Risk Managers & Consultants, LLC
Cindy Villagran	
Javier Esparra	
Kenneth Spiller	
Lucy Martins	
Pamela Aquino	DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, PC
Stephen O. Davis, Esq.	
M. Paige Berry, Esq.	
	Saul Ewing, LLP

Dave Balken	ACRISURE
Diane Bellinger	Clyde Paul Agency, Inc.
Jackie Fresco	Guardian Public Entity Claims Services
Mark Worthington	T & M Associates

• **MOTION TO APPROVE OPEN AND CLOSED SESSION MINUTES FROM THE 7/24/2024 MEETING:**

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Commissioner Hayes- Abstains

SERVICE PROVIDER REPORTS:

Executive Director/Administrator: In addition to the report included in the meeting package, Barbara Murphy advised that the figures are monitored monthly for any inconsistencies and deviation. The timeline for the SCJIF Fair and Open Process for soliciting Request for Proposals for Professional Services for Fund Year 2025 was also provided. Barbara added that RFPs would be posted on October 31st to the Fund's website and published in the Courier News and The Hunterdon Democrat. Responses should be submitted by no later than 2:00 PM on November 14, 2024.

Barbara advised that the 2025 insurance renewal process was underway, and the pertinent underwriting information would be gathered and submitted to the insurance carriers and Fund Actuary in the next couple of weeks. She also provided an update on cyber security training completed by Fund Members thus far. This service is available at no cost to Fund Members and Barbara stressed the importance of the use of this training platform as security breaches continue to affect municipal entities regularly. Many of these incidents can be avoided simply by proper training. Administrators and all Information System and Computer Technician employees were encouraged to contact Mr. Rich Malewicz, the Director of Business Development at Wizer, Inc. to ensure that they are receiving proper cyber training.

Javier Esparra introduced the new and updated SCJIF Incident Reporting form. He advised that the new form would allow Members to report claims directly from their mobile devices as well as the Fund's website. He provided a step-by-step demonstration of the new reporting process. The new form was customized for each Fund Member and would be emailed to individual Entities in the next couple of weeks.

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

Fund Attorney – Regulatory Compliance / Legislation: Fund Attorney M. Paige Berry provided an overview and additional details of the caselaw included in her report.

Third Party Administrator: In addition to the report submitted, Barbara Murphy reviewed the Loss Performance Summary distributed to Board Members.

Custodian of Funds: No additions to the report submitted.

COMMITTEE REPORTS:

Safety Committee: Safety Consultant Mark Worthington advised that the Safety Committee met on September 10, 2024, and the Minutes were included in the meeting packet. Also included in the meeting packet was the

October JIFNEWS, Volume 15, Issue 4 featuring information on the importance of limiting screen time for children, ways to stay active and healthy during the winter months, ideas and conversation starters for families and a fall recipe.

A training seminar entitled “Fall Clean-Up, Strains, Sprains and Body Mechanics” was held on September 17, 2024, at the Somerset County Library Commission and approximately 40 employees were in attendance. The training was well received by the attendees.

Mark also presented the 2024 Mid-Year Workers’ Compensation Trend Analysis and Evaluation for all Fund locations. Each Member was provided with their individual data and the information was posted to the Members Only portion of the Fund’s website. Mark discussed the positive trends for the Fund and emphasized that the number of claims is significantly lower than in previous years, which is a reflection on the SCJIF safety culture, and he welcomed questions.

The next scheduled SCJIF Safety Committee Meeting will be held on Tuesday, October 1, 2024, at 9:00 AM at the TradeWins Restaurant of the Somerset County Vocational & Technical Schools.

Claim PAR Subcommittee: Chairperson Hayes stated that the Committee met on August 28, 2024, and the Meeting Minutes were submitted in the Meeting Package.

OLD BUSINESS

#24-035 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS PAYMENTS PAID IN AUGUST 2024:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

NEW BUSINESS

#24-036 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIM PAYMENTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

A Financial Statement Analysis covering Fund Years December 31, 2023 through December 31, 2016 was presented during the meeting. Barbara Murphy explained that the information contained in this Report allows Fund Member the ability to review each Fund Year individually and see how different Fund Years are trending financially by line of coverage. It also functions as a loss triangle and provides a snapshot comparing prior to future Fund Years. This information is also useful during renewal period, determining if Self-Insured Retention figures are adequate and amount of risk take was adequate.

#24-037 RESOLUTION AUTHORIZING INTRA TRUST FUND TRANSFERS:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

Barbara Murphy advised that based upon the audited financials for Fund Year 2023 a return of surplus in the amount of \$543,972 was recommended. She also added that Fund Years 2001 and 2003 will be closed out as there were no pending claims remaining or new activity since 2015 and 2016. For the benefit of the Board, Barbara also explained the procedures required by the Department of Banking and Insurance for filing and approval of the return of surplus and the necessary transfer of funds. She anticipated no issues in the approval process.

#24-038 RESOLUTION DECLARING A DIVIDEND:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

Barbara also reviewed the information amended in the 2024 Risk Management Plan specifically to pages 3 and 4. Two provisions were also incorporated into the Risk Management Plan regarding special assessments and issuance of dividends to past Funds Members. These modifications were made pursuant to recent discussions held with the Members of the Fund.

#24-039 RESOLUTION AMENDING RISK MANAGEMENT PLAN:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X			

SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

PUBLIC COMMENT: None

MOTION TO ENTER CLOSED SESSION AT 9:54 A.M. TO DISCUSS CLAIMS AND OTHER ACTIONS:

Workers' Compensation/Property/General Liability Claims:

- 4.16873
- 4.19446
- 4.19634
- 4.20500
- 4.20534
- 4.20565
- 4.20661

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 10:03 A.M.:

MOTION: Commissioner Close
SECOND: Commissioner Bonin
VOTE: Unanimous

#24-040 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS AND OTHER ACTIONS ESTABLISHED IN CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
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 BONIN	X		
SCLC	BRIAN AUGER	X		

TOGB	KELLY G. CUPIT	X			
TOR	DALE MELVILLE	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

Chairperson Kelly Cupit also read into the record a Resolution of Appreciation of Distinguished Service and Proclamation of Commendation presented to Maryjane Hydro who retired after 31 years of service. Commissioner Bonin also added that Maryjane has served tirelessly and provided exceptional contributions to the Fund and its Members. Congratulations were extended accordingly.

#24-041 RESOLUTION AND APPRECIATION OF DISTINGUISHED SERVICE:

MOTION: Commissioner Bonin
SECOND: Commissioner Hayes
VOTE: Unanimous

MOTION TO ADJOURN AT 10:08 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Unanimous

Respectfully submitted,


William Close, Secretary