

**SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONERS' MEETING MINUTES
November 27, 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, November 27, 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	Absent
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	Absent

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Absent
JANINE ERICKSON	Somerset County Park Commission	Absent
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	Present
RAYMOND S. MURRAY	Township of Green Brook	Absent
DALE MELVILLE	Township of Raritan	Absent
CHIEF THOMAS DEROSA	Township of Clinton	Absent
DIANA RUMAGE	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Absent

ALSO PRESENT:

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

Dave Balken	ACRISURE
Louis Beckerman	ACRISURE
Trevor Morris	ACRISURE
Amy Pieroni	ACRISURE
Diane Bellinger	Clyde Paul Agency, Inc.
Jamie Rick, Jr.	LaFontaine and Budd, Inc.
Jackie Fresco	Guardian Public Entity Claims Services

• **MOTION TO APPROVE OPEN AND CLOSED SESSION MINUTES FROM THE 9/25/2024 MEETING:**

MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Commissioners Gilbert and Morgan- Abstained

SERVICE PROVIDER REPORTS:

Executive Director/Administrator: Barbara Murphy advised that included in the Meeting Agenda was the proposed Meeting Schedule for 2025 and requested that any scheduling conflicts be communicated to New Jersey Risk Managers as soon as possible before the December meeting.

Also, included in the meeting agenda was the Financial Fast Track Report as of September 30, 2024. Barbara reiterated that this report provides a snapshot of the unaudited financial position of the Fund which shows a current statutory surplus of \$5.3 million. She also noted that the report provided a summary of the surplus available, paid claims, case reserves and IBNR by Fund Year on an accrued basis.

Barbara also provided a summary of the Statement of Fund-Year Surplus/(Deficit) Report reflecting Fund Years 2020-2024 which was previously distributed to all Fund Members.

Finally, 2025 Auto ID Cards and 2025 Workers' Compensation Posting Notices were distributed to all Fund Members.

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

Fund Attorney – Regulatory Compliance / Legislation: Fund Attorney M. Paige Berry discussed in further detail the case law included in her report. She specifically discussed litigation matters relating to compliance with drug policies, Law Against Discrimination (LAD) and OPRA requests.

Commissioner Trojan inquired about requirements for placement of legal notices since several New Jersey newspapers will end print publications in 2025. To that end, Attorney Berry advised that municipalities should make every effort to post legal notices on websites and where the information can be conveniently accessible to the public to meet transparency standards. More information would be shared with the Fund as it becomes available.

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

Custodian of Funds: In addition to the report submitted, Barbara Murphy added that this report provided detailed information about the disbursements made to date which detailed information on a monthly through October 31st.

COMMITTEE REPORTS:

Safety Committee: Barbara advised that the SCJIF Safety Committee held its meeting on November 4, 2024, and the Meeting Minutes were included in the meeting agenda. She added that the last training session for 2024 entitled “Hand Safety and Frequent PEOSH Violations” to be presented by the Fund’s Safety Consultant Mark Worthington has been scheduled for December 10, 2024, at Raritan Valley Community College. Fund Members were asked to distribute the invitation for this training within their individual entities and to RSVP by December 1st.

The next scheduled SCJIF Safety Committee Meeting will be held on Tuesday, December 3, 2024, at 9:00 AM at the Trade Wins Restaurant of the Somerset County Vocational & Technical Schools.

Claim PAR Subcommittee: Chairperson Hayes stated that the Committee met on October 23, 2024, and the Meeting Minutes were submitted in the Meeting Package.

OLD BUSINESS

#24-042 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS PAYMENTS PAID IN OCTOBER 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 MORGAN	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

#24-043 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	SHANEL Y. ROBINSON			X	
SCPC	DANIEL J. HAYES, Jr.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

Barbara Murphy provided an overview of the Preliminary Budget for the 2025 Fund Year denoting a 6.51% increase which is significantly lower than Fund Year 2024. She reviewed the changes for 2025 with the largest increase in Loss Funds to offset the increase in the Self-Insured Retention figures for the AL and GL lines of coverage. She added that to maintain the cost of premiums within expectation as compared to loss fund funding the \$250,000 layer (\$250 x \$500) in the Worker’s Compensation coverage has been eliminated. A written detailed explanation of the changes will be provided to the Fund Members prior to the December meeting.

Barbara also reviewed the timeline for the SCJIF Fair and Open process for soliciting Request for Proposals for the 2025 fund year. The deadline to submit responses was Thursday, November 14, 2024. She stated that the contract committee meeting would be scheduled in late December or early January to discuss the responses received.

#24-044 RESOLUTION INTRODUCING THE BUDGET FOR 2025 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 MORGAN	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN			X	

PUBLIC COMMENT: None

MOTION TO ENTER CLOSED SESSION AT 9:35 A.M. TO DISCUSS CLAIMS AND OTHER ACTIONS:

Workers' Compensation/Property/General Liability Claims:

- 4.11022
- 4.15595
- 4.19640
- 4.20629
- 4.20679
- 4.20792

MOTION: Commissioner Trojan
SECOND: Commissioner Close
VOTE: Unanimous

MOTION TO RETURN TO REGULAR MEETING AT 9:46 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Close
VOTE: Unanimous

#24-045 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS AND OTHER ACTIONS ESTABLISHED IN CLOSED SESSION:

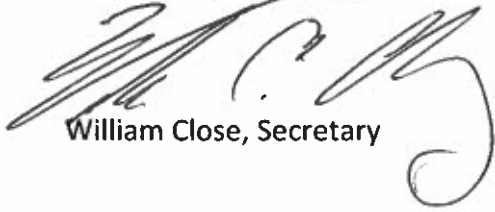
MOTION: Commissioner Trojan
SECOND: Commissioner Bonin
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON			X	
SCPC	DANIEL J. HAYES, Jr.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE			X	
TOB	GREGORY BONIN	X			
SCLC	BRIAN MORGAN	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 ADJOURN AT 9:50 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Close
VOTE: Unanimous

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. Close', with a large, decorative flourish at the end.

William Close, Secretary