

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – April 4, 2013
104 MARKET STREET
SALEM, NJ 9:00 AM**

Meeting called to order by Robert Vanderslice. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Evern Ford	Present
Katie Coleman	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
--------------------	--

Treasurer	Katie Coleman
-----------	----------------------

Attorney	Michael Mulligan
----------	-------------------------

CEL Underwriting Manager	Conner Strong & Buckelew
--------------------------	--------------------------

Claims Service	Inservco Megan Callahan Veronica George
----------------	---

	Conner Strong & Buckelew Robyn Walcott
--	--

Risk Management Consultant	Cettei & Connell Insurance David Strout Tom Narolewski
----------------------------	--

Safety Director	JA Montgomery Risk Control Glenn Prince
-----------------	---

ALSO PRESENT:

Cathy Dodd, Conner Strong & Buckelew
Diane Sparks, DHS Marketing Solutions

APPROVAL OF MINUTES: OPEN SESSION OF FEBRUARY 7, 2013

MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 7, 2013

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Certificate of Insurance Issuance Report: Executive Director reported the monthly Certificate of Insurance Issuance Report from the CEL was included on page 3 of the agenda. There were 22 certificates of insurance issued during the period of January 26, 2013 through March 28, 2013.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

2013 Property & Casualty Assessments: Executive Director reported first assessment invoices for 2013 have been mailed out and are due. The second assessment of 30% is due on July 15, 2013 and the third assessment of 30% is due on September 15, 2013. Assessment invoices will be sent at the appropriate time.

OPRA Request Form - The CEL Commissions have adopted a uniform OPRA request form that complies with the Open Public Records Act and sets the appropriate fee as per statute. It is recommended that the Commission adopt this form. This was advised by the Fund Attorney of the CEL and complies with all of the rules and regulations.

MOTION TO ADOPT OPEN PUBLIC RECORDS ACT FORM PURSUANT TO N.J.S.A. 47:1A-1 ET.SEQ.

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

DISSCUSSION: Attorney Mulligan said the Admin Committee will put this on their next Agenda for a voice vote. The Admin Committee should approve for “worldwide” use by the County of Salem.

2013 Renewal Information and 2013 Remarketing Information – Executive Director reported the CEL Underwriting Manager advises his office has received most of the information that was requested but some information is still outstanding. Please forward any outstanding information to Missy Williamson at mwilliamson@connerstrong.com. Executive Director thanked everyone for getting the information to us. Executive Director thanked everyone for their cooperation in sending the necessary information. There are just a few pieces remaining to complete the information needed. Glenn Prince will review in his report.

NJ Excess Counties Insurance Fund Report (CELJIF) - Executive Director reported the CEL met on February 28, 2013 and reorganized at their meeting. Commissioner Smith of the Burlington County Insurance Commission was appointed Chairman. Commissioner Mecouch of Cumberland County Insurance Commission was appointed Secretary. Attached in the agenda was a summary report of the CEL's meeting.

2013 Excess and Ancillary Coverage Policies – Executive Director reported the CEL renewal policies will be available electronically through the Conner Strong & Buckelew secure website for those authorized representatives who were designated by their respective member entity. In addition to this, certain Commission professionals are granted access. The CEL Underwriting Manager is in the process of reviewing the policies and will release an email with instructions to access the website when the policies are available. Cathy Dodd said the information will be send out in the next three or four days.

Insurance Commission Website – The Commission contracted with DHS Marketing Solution to establish the Commission website to satisfy new state legislation. The layout of the webpage is complete with content being added. Executive Director said the Commission website is coming along nicely. The website certainly complies with the law right now. Commissioner Vanderslice said he was on the website and it looks very nice.

SAFETY COMMITTEE REPORT:

Safety Director reported the Safety Committee met on March 27, 2013 a variety of topics were discussed including emergency action plans, evacuation plans, PEOSH training requirements and some training requests that will be covered in the CEL Safety Director report.

CLAIMS COMMITTEE REPORT

Executive Director said a claims meeting was held three weeks ago. At the meeting we went through the claims process and procedures and it was a worthwhile effort for everyone that attended. In response to Commissioner Vanderslice, Executive Director said the individuals on the Claims Committee are by name and not by title.

TREASURER:

REPORT: Executive Director reported the April Bills List was included in the agenda and recommended for approval. We are officially up and running now and as you will see we are paying some fees from 2012 and 2013. This report will start to look familiar every month.

MOTION TO APPROVE RESOLUTION 14-13 APRIL 2013 BILLS LIST IN THE AMOUNT OF \$465,028.92

Moved:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	3 Ayes, 0 Nays

CEL SAFETY DIRECTOR REPORT

Safety Director reported all the safety and risk control activities were included in the agenda. We have scheduled some training with the public works department. We have also offered the opportunity to the Cumberland County Commission to join us so we can fill the classes up. We have training for some of the DPW employees since the weather is getting nicer now some of the outside activities landscape safety, chipper safety and some of the hazardous conditions that exist will be offered.

Safety Director said in addition to what the Executive Director stated, everyone has cooperated in getting all the information needed to the Underwriter for the remarketing. There is an April 8th loss control visit scheduled to the corrections facility and public works which will complete the last piece of the puzzle we will need to get out.

In reference to the incident yesterday, Salem County had an unfortunate incident and my condolences go out to the County and the family for the mosquito commission employee. Amy Cooper did a great job with reporting and getting us the required information and reporting to PEOSH.

In response to Commissioner Vanderslice, Safety Director said we have a variety of training for those types of individuals working with chemicals and insect control. Although we do not have all the details of the incident the individual was not working alone and the details are under investigation by the NJ State police and the prosecutor's office. Shortly we should be able to get some insight on what transpired. Commissioner Vanderslice said although it is not suspected, could we offer some training in that regard. Safety Director said we will get this training scheduled.

OLD BUSINESS: None

NEW BUSINESS: Tom Narolewski and the Commission had a discussion with regard to upcoming summer interns and coverage for those individuals. Mr. Narolewski said if they are a paid intern, it is not a problem they are covered by workers comp in the State of New Jersey. If

they are not paid then they are considered a volunteer and volunteers are excluded from workers comp by the State of New Jersey. There is a fine line and we are concerned for the safety of those individuals. Executive Director said if they are approved volunteers by the County they should be covered but we will confirm and look into this with underwriting.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	Unanimous

MEETING ADJOURNED: 9:16 AM
NEXT MEETING WILL BE THURSDAY, June 6, 2013 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary