

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – APRIL 7, 2016  
104 MARKET STREET  
SALEM, NJ 9:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Robert Vanderslice	Present
Jessica Bishop	Present
Katie Coleman	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford Stokes</b> <b>Karen A. Read</b>
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**ALSO PRESENT:**

Thomas Narolweski, AJM Insurance Management  
Michael Mulligan, Salem County  
Keith Platt, Inservco  
Veronica George, Inservco  
Ashley Nelms, Inservco  
Glenn Prince, JA Montgomery  
Danielle Batchelor, Conner Strong & Buckelew

**APPROVAL OF MINUTES: OPEN SESSION OF FEBRUARY 4, 2016**

**MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 4, 2016**

Moved:	Commissioner Bishop
Second:	Commissioner Vanderslice
Vote:	Unanimous

**CORRESPONDENCE: None**

**EXECUTIVE DIRECTOR REPORT:**

**Certificate of Insurance Issuance Report:** Executive Director reported the Certificate of Insurance Issuance Report was included in the agenda from the CEL listing those certificates issued

for the period of January 29, 2016 to March 16, 2016. There were 3 certificates of insurance issued during this period

### **MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Moved:	Commissioner Vanderslice
Second:	Commissioner Bishop
Vote:	Unanimous

**NJ Excess Counties Insurance fund (CELJIF)** - The CEL held their Re-Organization Meeting on February 25, 2016. A summary report appears on Pages 3 & 4. The next meeting of the CEL is scheduled for Tuesday, April 26, 2016.

**Financial Fast Track** – Included on Page 5 & 6 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for December and January. As of January 31, 2016 the Commission has a deficit of \$700,611. Executive Director said the Commission had a few fluctuations on reserves for 2014 and 2015. It is certainly not old news that 2012, 2013 and 2014 were not great years, 2015 was better and we are off to a fairly good start this year so hopefully these two years will help us recover a little from the not so good years.

**NJ CEL Property & Casualty Financial Fast Track** – Executive Director said included in the agenda on Page 7 was the NJ CEL Financial Fast Track Report as of January 31, 2016. The CEL has a surplus of \$6,222,795.

**Claims Tracking Report (Page 8)** - The claims tracking report was on page 45 of the agenda. The Claims Activity Report tracks open claims; the Executive Director reviewed the report and said we had four claims that closed in the time period of January and February it looks as though a majority of those claims were general liability claims and workers' comp the net total is minus four.

**2016 Excess Insurance and Ancillary Coverage Policies** - The CEL Underwriting Manager distributed an e-mail providing login information and instructions to access the website to view the insurance policies and endorsements. If any authorized representative experiences difficulty with the website they should contact the PERMA office for assistance. Risk Manager Tom Narolewski said they have received the login information.

### **SAFETY COMMITTEE REPORT**

Glenn Prince reported the Safety Committee met on January 29, 2016 a variety of topics were discussed including training for 2016. We are waiting on a confirmation on our next meeting date and when we receive that we will send out a meeting invite to everyone to participate.

### **CLAIM COMMITTEE REPORT**

Claims Manager Danielle Batchelor reported the Claims Committee met last month on March 15 to discuss one Payment Authority Request which we have for presentation today in executive session.

## **TREASURER**

**REPORT:** Treasurer Katie Coleman reported there are five bills to pay included in Resolution 14-16 in the amount of \$412,196.05.

**MOTION TO APPROVE RESOLUTION 14-16 PAYMENT OF BILLS AS AMENDED IN THE AMOUNT OF \$412,196.05.**

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

## **CEL SAFETY DIRECTOR REPORT**

Safety Director reviewed the report included in the agenda. Mr. Prince said on March 8<sup>th</sup> he and Risk Manager Tom Narolewski met with representatives from the corrections facility to try and encourage them to apply for a grant through the BRITT Safety Grant with our excess carrier. Mr. Prince said through their efforts they were able to get some quotes for body worn cameras in the facility and they have been awarded a grant for \$10,000 from the excess carrier.

## **CLAIMS SERVICE:**

Ms. George reviewed the MCO Report that was included in the agenda.

## **MOTION TO GO INTO CLOSED SESSION**

Moved:	Commissioner Bishop
Second:	Commissioner Vanderslice
Vote:	Unanimous

## **MOTION TO GO INTO OPEN SESSION**

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Vote:	Unanimous

**MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUEST**

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

**OLD BUSINESS:** None

**NEW BUSINESS:** Commissioner Coleman said they have reached settlements on two cases; the Foreman case for \$19,000 and the Jones case for \$49,000. In response to the Executive Director, Attorney Mulligan said both are General Liability jail claims. Commissioner Coleman requested a motion to approve the settlements.

**MOTION TO APPROVE THE GENERAL LIABILITY SETTLEMENTS FOR THE FOREMAN AND JONES CASES**

Motion: Commissioner Bishop  
Second: Commissioner Coleman  
Vote: Unanimous

**PUBLIC COMMENT:** Commissioner Bishop said their offices have moved from the second floor of 94 Market Street to the 110 5<sup>th</sup> Street Complex, Suite 400.

Keith Platt of Inservco said they will provide SARs for the two general liability settlements approved today.

**MOTION TO ADJOURN:**

Motion: Commissioner Coleman  
Second: Commissioner Bishop  
Vote: Unanimous

**MEETING ADJOURNED: 9:38 AM**

**NEXT MEETING WILL BE THURSDAY, June 2, 2016 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary