

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – AUGUST 4, 2016
104 MARKET STREET
SALEM, NJ 9:00 AM**

Meeting called to order by Vice Chairman Katie Coleman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Absent
Katie Coleman	Present
Jessica Bishop	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
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ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN SESSION OF JUNE 2, 2016

MOTION TO APPROVE THE OPEN MINUTES OF JUNE 2, 2016

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

2015 Audit Report as of December 31, 2015: A draft copy of the 2015 Audit will be distributed at the meeting. The report is valued as of 12/31/2015. The Commission Auditor, Mr. James Miles, of Bowman & Company, LLP will attend the meeting to present the audit. Formal adoption will take place at our next meeting.

Mr. Miles reviewed the draft copy of the 2015 Audit and said on page 37 there were no comments or findings for the Schedule of Finding and Recommendations. Mr. Miles stated in the Comparative Statement of Net Position there are deficit balances in both 2015 and 2014. Total assets in 2015 is \$403,672 of that amount \$301,867 is in cash balance. Net position as of year end for 2015 is negative \$675,759. Mr. Miles reviewed the claims expenses as detailed in the audit. Mr. Miles said the 2015 Final Audit will be offered at the October meeting but we do not anticipate any changes to these numbers.

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 May 26, 2016 to July 26, 2016. There were 4 certificates of insurance issued during this period

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Vote:	Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CEL met on June 23, 2016. Bowman & Company, LLP presented a draft copy of the 2015 Audit. The Counties of Union, Hudson, Ocean and Mercer are scheduled to renew their membership with the Fund as of January 1, 2017. A summary report of the meeting is included in the agenda on pages 4 & 5. The CEL is scheduled to meet again on September 22, 2016 at 1:00 PM.

Financial Fast Track – Included on Page 6 & 7 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for April and May. As of May 31, 2016 the Commission has a deficit of \$665,250. Executive Director said the good news is 2016 is trending fairly well and hopefully we can continue that through out the rest of the year and hopefully improve those overall numbers.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 8 was the NJ CEL Financial Fast Track Report as of May 31, 2016. The CEL has a surplus of \$5,779,623.

Claims Tracking Report (Page 9) - The claims tracking report was on page 16 of the agenda. The Claims Activity Report tracks open claims; the Executive Director reviewed the report and said we had one less claim in June than we did in May which is good news.

2017 Renewals – On July 15, 2016 the Fund Office sent the NJCE FY 2017 Renewal Data Schedules to the Risk Managers. The updated documents should be returned by e-mail to Brad Stokes no later than Monday, August 22, 2016. If anyone has any questions or needs assistance they may contact Brad Stokes or Karen Read.

The Fund Office will also be sending out the renewals applications for completion as respects to the ancillary lines of insurance. Since the budget process is dependent on the timely receipt of the renewal data we ask your cooperation in meeting the due dates.

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on June 30, 2016 there were only a few members in attendance that date. Apparently there was a conflict with a collective bargaining agreement that date. We are waiting for a new date for the 4th Quarter meeting to be scheduled by Mr. DiGregorio. .

CLAIM COMMITTEE REPORT

Claims Manager Danielle Batchelor reported the Claims Committee did not meet this month but we do have one Settlement Authority Request to discuss in closed session today. We are gearing up for the CEL Best Practices Workshop and we are targeting November 2, 2016 for the workshop this year. Invitations will go out shortly. We are hoping to have a claim review in October again this year.

TREASURER

REPORT: Treasurer reported there are four bills to pay included in Resolution 16-16 in the amount of \$293,024.96.

MOTION TO APPROVE RESOLUTION 16-16 PAYMENT OF BILLS AS IN THE AMOUNT OF \$293,024.96.

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Roll Call Vote:	2 Ayes, 0 Nays

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince said on June 30th a loss control visit to the play grounds for Salem County the equipment in newer and in pretty good shape with just a few minor details. A report will be forwarded shortly. Commissioner Bishop said they

have received the report and asked can they just remove the plexi-glass. Mr. Prince said that would modify the equipment and this could lead into legal issues. Mr. Prince said regarding the Britt Grant once the documentation is received for the purchase please forward the information to Mr. Prince so that Salem County will receive the 50% reimbursement.

CLAIMS SERVICE:

Veronica George from Inservco reviewed the MCO Report that was included in the agenda. Ms. George said the First MCO fees have a cap. Executive Director said the First MCO fees are capped at \$25,000 and we are working on receiving reimbursement on the fees over the capped amount of \$25,000. Ms. Batchelor said she spoke to First MCO and they are working on issuing a check to Salem County very shortly.

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Bishop
Second: Commissioner Coleman
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Bishop
Second: Commissioner Coleman
Vote: Unanimous

MOTION TO APPROVE THE SETTLEMENT AUTHORIZATION REQUEST

Moved: Commissioner Bishop
Second: Commissioner Coleman
Vote: 2 Ayes, 0 Nays

OLD BUSINESS: None

NEW BUSINESS: None.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Coleman
Second: Commissioner Bishop

Vote: Unanimous

MEETING ADJOURNED: 9:31 AM

NEXT MEETING WILL BE THURSDAY, October 6, 2016 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary