

**SALEM COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
FEBRUARY 6, 2014 – 9 AM**

**COUNTY OLD COURTHOUSE
104 MARKET STREET – 2ND FLOOR
SALEM, NJ 08079**

**To attend the meeting via teleconference please dial 1-866-921-5493
and enter passcode 7269691#**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Advertising the notice in the South Jersey News and the Elmer Times**
- II. Filing advance written notice of this meeting with the Commissioners of the SALEM COUNTY INSURANCE FUND COMMISSION; and**
- III. Posting notice on the Public Bulletin Board in the Salem County Courthouse and the Salem County Administration Building and filing it with the County Clerk**

**SALEM COUNTY INSURANCE FUND COMMISSION
AGENDA -OPEN PUBLIC MEETING
FEBRUARY 6, 2014 – 9:00 AM
104 MARKET STREET
SALEM, NJ 08079**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
 - FLAG SALUTE**
 - ROLL CALL OF COMMISSIONERS**
 - APPROVAL OF MINUTES: December 12, 2013 Open Minutes.....Appendix I
December 12, 2013 Closed Minutes.....To be Distributed**

 - CORRESPONDENCE - None**

 - EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**

 - COMMITTEE REPORTS**
 - Safety Committee Report.....Verbal**
 - Claims Committee Report.....Verbal**

 - TREASURER**
 - Resolution 13-14 Bills List.....Page 28&29**

 - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly Report Page 30**

 - CLAIMS SERVICE – Inservco Insurance Services**
 - Liability Claim Payments – 11/1/13 to 12/31/13.....Page 33**
 - Resolution 14-14 Authorizing Disclosure of Claims Check Register.....Page 35**
 - Stewardship Report.....Appendix II**

 - CLAIMS SERVICE - Conner Strong & Buckelew**
 - Claims Committee Schedule.....Page 37**

 - EXECUTIVE SESSION**

 - Motion for Executive Session for Certain Specified Purposes for Personnel, Safety, Public Property or Litigation in accordance with the Open Public Meeting Act - PAYMENT AUTHORIZATION REQUEST**

 - Motion to Return to Open Session**
 - Motion to Approve PARS**
-

- OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
-

- MEETING ADJOURNMENT**
NEXT SCHEDULED MEETING: APRIL 3, 2014

SALEM COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 16
Parsippany, NJ 07054
Telephone (201) 881-7632
Fax (201) 881-7633

Date: February 6, 2014
Memo to: Commissioners of the Salem County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

Reorganizational Resolutions (Pages 3-16) – Listed below are the necessary Reorganizational Resolutions for the Salem County Insurance Fund Commission.

- Resolution 1-14 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 2-14 Appointing CEL Commissioner
- Resolution 3-14 Appointing Commission Treasurer
- Resolution 4-14 Appointing Commission Attorney
- Resolution 5-14 Appointing Commission Secretary
- Resolution 6-14 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan
- Resolution 7-14 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 8-14 Appointing Agent for Service of Process and Designating Custodian of Commission Records
- Resolution 9-14 Designating Official Newspapers
- Resolution 10-14 Establish Public Meeting Procedures

Motion to approve Resolutions 1-14 through 10-14

2014 Property & Casualty Budget Adoption - At the December 12, 2013 meeting of the Fund, the 2014 Property & Casualty Budget was introduced. In accordance with State regulations, the budget has been advertised in the Commission's official newspaper and posted at the Clerk's office. The Public Hearing for the budget will be held at this meeting. A copy of the proposed 2014 budget appears on **page 17**.

Motion to open the Public Hearing on the 2014 Budget.

Discussion of Budget.

Motion to close the Public Hearing.

Motion to adopt Resolution 11-14 adopting the Budget for the Salem County Insurance Fund Commission in the amount of \$1,317,434 as presented for the Commission Year 2014 and Certifying Assessments. (Page 18)

- ❑ **2014 Property & Casualty Assessments** – In accordance with the Commission’s By Laws, the assessment bills for 2014 for property and casualty will be mailed to member entities now that the budget has been adopted. Assessments will be due as follows: The first payment of 40% will be due on March 15, 2014. The second assessment of 30% is due on June 15, 2014 and the third assessment of 30% is due on September 15, 2014.

- ❑ **NJ Excess Counties Insurance Fund (CELJIF) (Pages 19-20)** – The CEL met on December 12, 2013. A summary report of their meeting is included in the agenda. Also attached are copies of the New Jersey Counties Excess Joint Insurance Fund 2014 Adopted Budget in the amount of \$13,833,776 and assessments are on **pages 22 and 23**. The CEL did not meet in January.

- ❑ **Financial Fast Track** – Included on **Page 24 & 25** of the agenda are the Financial Fast Tracks for the Salem County Insurance Fund Commission for October and November. As of November 30, 2013 the Commission has a deficit of \$174,689.

- ❑ **2014 RFQ** – The Fund desires to advertise for RFQ’s for Fund Defense Attorney.
 - ❑ **Motion to Adopt Resolution 12-14 Authorizing to Advertise for Fund Defense Attorney (Page 26)**

- ❑ **Certificate of Insurance Issuance Report: Certificate of Insurance Issuance Report:** Attached on **page 27** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of November 18, 2013 to January 24, 2014. There were 4 certificate of insurance issued during this period.
 - ❑ **Motion to approve the certificate of insurance report.**

RESOLUTION NO. 1 -14

SALEM COUNTY INSURANCE FUND COMMISSION

**CERTIFYING THE ELECTION OF
CHAIRPERSON AND VICE CHAIRPERSON**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

BE IT RESOLVED by the Salem County Insurance Fund Commission that the following persons have been elected as Chairperson and Vice-Chairperson:

_____ Chairman

_____ Vice Chairman

BE IT FURTHER RESOLVED, that the Chairman and Vice Chairman shall serve through 2015 SCIFC Reorganization.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 2 -14

**COUNTY INSURANCE COMMISSION OF THE COUNTY OF SALEM APPOINTING A
COMMISSIONER TO THE NEW JERSEY COUNTIES EXCESS JOINT INSURANCE
FUND FOR FUND YEAR 2014**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the New Jersey Counties Excess Joint Insurance Fund (hereinafter the Fund) is duly constituted as a joint insurance fund; and

WHEREAS, the Fund by-laws require each member insurance commission to appoint one (1) commissioner to the Fund; and

WHEREAS, **Robert Vanderslice** is a member of the Commission and the Commission having deemed it appropriate to designate **Robert Vanderslice** as commissioner to the Fund; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of said Commission that **Robert Vanderslice** is designated Commissioner to the New Jersey Counties Excess Joint Insurance Fund until the New Jersey Counties Excess Joint Insurance Fund 2015 Reorganization.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014 .

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 3 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING COMMISSION TREASURER**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC requires the services of a Treasurer, and

WHEREAS, **Katie B. Coleman** has demonstrated the skill and possesses the qualifications to perform the duties of Treasurer for the County Insurance Commission;

WHEREAS, the Commission authorizes the appointment of **Katie B. Coleman** as SCIFC Treasurer for the term commencing upon adoption of the within resolution through 2015 SCIFC Reorganization;

BE IT FURTHER RESOLVED that **Katie B. Coleman** shall receive no compensation to serve as Commission Treasurer to the SCIFC.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 4 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING COMMISSION ATTORNEY**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC requires the services of an Attorney, and

WHEREAS, **Michael M. Mulligan** has demonstrated the skill and possesses the qualifications to perform the duties of Commission Attorney for the County Insurance Commission;

WHEREAS, the Commission authorizes the appointment of **Michael M. Mulligan** as SCIFC Attorney for the term commencing upon adoption of the within resolution through 2015 SCIFC Reorganization; and

BE IT FURTHER RESOLVED that **Michael M. Mulligan** shall receive no compensation to serve as Commission Attorney to the SCIFC.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 5 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING COMMISSION SECRETARY**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC requires the services of an Secretary, and

WHEREAS, **TaNeisha Harris** has demonstrated the skill and possesses the qualifications to perform the duties of Commission Secretary for the County Insurance Commission;

WHEREAS, the Commission authorizes the appointment of **TaNeisha Harris** as SCIFC Secretary for the term commencing upon adoption of the within resolution through 2015 SCIFC Reorganization; and

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014 .

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 6-14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING AUTHORIZED DEPOSITORIES FOR FUND ASSETS
AND ESTABLISHING A CASH MANAGEMENT PLAN**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

BE IT RESOLVED that **First National Bank of Elmer** is hereby designated as the depository for assets of the Fund.

BE IT FURTHER RESOLVED that the attached Cash and Investment Management Plan, which includes the designation of authorized depositories, be and is hereby adopted.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

SALEM COUNTY INSURANCE FUND COMMISSION

2014 CASH MANAGEMENT AND INVESTMENT POLICY

1.) Cash Management and Investment Objectives

The SALEM COUNTY INSURANCE FUND COMMISSION's (hereinafter referred to as the Commission) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the Commission's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Commission year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds/commissions, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the Commission's economic surplus.

2.) Permissible Investments

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than five (5) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.

- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.

No investment or deposit shall have a maturity longer than five (5) years from date of purchase.

3.) **Authorized Depositories**

In addition to the above, the Commission is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA).

The Commission is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Committee. Such asset managers shall be discretionary trustees of the COMMISSION.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages, which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Commission's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the Commission shall be delivered electronically or physically to the Commission's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Commission.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the Commission shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

If the Commission utilizes the services of asset managers, they will submit written statements to the Treasurer and Executive Director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Commission's portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the Commission's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Commission Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Commission, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Commission and deposits it into the Commission account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Commission.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be documented to the Executive Committee by the Treasurer at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to Commission operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks, which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the Commission.

RESOLUTION NO. 7-14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS**

BE IT RESOLVED by the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter the Commission) that all funds of the Commission shall be withdrawn from the official named depositories by check, which shall bear the signatures of at least two (2) of the following persons who are duly authorized pursuant to this resolution, except for those checks in the amount of \$100,000 or more and in that instance at least three signatures shall be required; and

Robert Vanderslice - Chairperson

Katie Coleman - Commissioner

BE IT FURTHER RESOLVED that for funds in the amount of \$2,500 or less, withdrawn from the official named depositories by check prepared by the Commission's Claims Administrator for the purposes of satisfying workers compensation claims, such checks shall bear the signature of at least one (1) of the following persons who are duly authorized pursuant to this resolution.

Robert Vanderslice - Chairperson

Katie Coleman - Commissioner

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 8 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
APPOINTING AGENT FOR SERVICE OF PROCESS AND CUSTODIAN OF RECORDS
FOR THE COMMISSION FOR THE YEAR 2014**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC has deemed it necessary and appropriate to formally organize for the 2014 commission year; and

NOW THEREFORE be it resolved by the Salem County Insurance Fund Commission that **PERMA Risk Management Services** is hereby appointed as agent for service of process upon the SCIFC, at its office located at 9 Campus Drive, Suite 16, Parsippany, NJ 07054 and at 401 Route 73N, Marlton, NJ 08053 for the year 2014 or until its successor has been appointed and qualified. Said appointment shall be at no cost to the SCIFC.

BE IT FURTHER RESOLVED that **PERMA Risk Management Services** shall also be the Custodian of Records at no cost to the SCIFC.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 9 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
DESIGNATING OFFICIAL NEWSPAPERS FOR THE COMMISSION**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC has deemed it necessary and appropriate to formally organize for the 2014 commission year; and

BE IT RESOLVED by the SCIFC, the **South Jersey News and/or Elmer Times** are hereby designated as the official newspaper for the Commission and all official notices required to be published and shall be published in these newspapers.

BE IT FURTHER RESOLVED that the designation of official newspapers shall be effective upon adoption of the within resolution through the 2015 re-organization of the SCIFC.

BE IT FURTHER RESOLVED that in the case of special meetings or emergency meetings, the SCIFC shall give notice of said meetings to the **South Jersey News and/or Elmer Times**.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 10 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
ESTABLISHING PUBLIC MEETING PROCEDURES**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIC has deemed it necessary and appropriate to formally establish meeting procedures for the 2014 Fund Year; and

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Salem County Insurance Fund Commission that the SCIC shall hold public meetings during the year 2014 as follows:

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>PURPOSE</u>
9:00 AM	April 3, 2014	Salem County Old Courthouse 104 Market Street Salem, NJ 08079	Regular Meeting
9:00 AM	June 5, 2014	“	Regular Meeting
9:00 AM	August 7, 2014	“	Regular Meeting
9:00 AM	October 2, 2014	“	Regular Meeting
9:00 AM	*December 11, 2014	“	Regular Meeting
9:00 AM	February 5, 2015	“	Reorganization Meeting

ADOPTED by the SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

SALEM COUNTY INSURANCE COMMISSION		
2013 PROPOSED BUDGET		
		ANNUALIZED BUDGET
	APPROPRIATIONS	
	I. Claims and Excess Insurance	
	Claims	
1	Property	55,202
2	Liability	55,601
3	Auto	5,560
4	Workers' Comp.	389,206
5		
6	Subtotal - Claims	505,569
7		
8	Premiums	
9	NJCE FUND	558,091
10		
11	SubTotal Premiums	558,091
12	Total Loss Fund	1,063,660
13		
14	II. Expenses, Fees & Contingency	
15		
16	Claims Adjustment	22,000
17	Safety Director	0
18	General Expense	
19	Exec. Director	33,465
20	Actuary	7,500
21	Auditor	7,500
22	Attorney	0
23	Treasurer	0
24		
25		
26	Misc. Expense & Contingency	17,839
27		
28	Total Fund Exp & Contingency	88,304
29	Risk Managers	0
30		
31		
32	XS JIF Ancillary Coverage	
33	POL/EPL	85,624
34	XS POL/EPL	0
35	Excess Liability	38,768
36	Crime Program	4,037
37	Medical Malpractice	33,200
38	Pollution Liability	3,840
39	Employed Lawyers Liab	0
40		
41	Total FUND Disbursements	1,317,434

RESOLUTION NO. 11 -14

**RESOLUTION AUTHORIZING AND APPROVING THE BUDGET
FOR THE YEAR 2014 FOR THE SALEM COUNTY INSURANCE FUND COMMISSION
AND CERTIFYING MEMBER ASSESSMENTS**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION is required under State regulation to adopt an annual budget in accordance with the Fiscal Affairs Law; and

NOW THEREFORE BE IT RESOLVED the appropriations in the total amount of **\$1,317,434.00** is hereby authorized & approved and assessments for member entities are hereby certified.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive – Suite 16
Parsippany, NJ 07054-4412

Date: December 12, 2013
To: Executive Committee
Salem County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

2014 Fund Year Budget: Last month, the Fund introduced the proposed 2014 budget, which was advertised in the Fund’s designated newspapers. Following the public hearing, the Board of Fund Commissioners reviewed and adopted the 2014 budget totaling \$13,833,776.

Transfer of Expenses & Ancillary Coverages: Each fund year since inception carries an available expense, ancillary and excess insurance premiums surplus. Executive Director reported after review of the Local Budgets Law it was deemed permissible to cancel unexpended balances.

The Board of Fund Commissioners accepted the recommendations of the Executive Director as noted below and adopted Resolution 35-13 authorizing the cancellation of unexpended appropriations from the Expense & Contingency Fund Accounts for years 2010, 2011 and 2012:

Transfer Fund Years 2010 and 2011 Expense & Ancillary balances to the current fund year and allocate these amounts back to the respective Commission members as premium credits against their 2014 assessment.

Transfer Fund Year 2012 Expense balance to the current fund year and allocate this amount to offset the 2013 premium increase as a result of the mid-year carrier transition.

New Membership Reviews: New Member Reviews for Mercer, Cape May and Hudson Counties were reviewed during Closed Session. In Open Session, the Board of Fund Commissioners adopted Resolution 36-13 to offer membership to each County.

Claim Reporting Requirements – Updated: Underwriters at Lloyd’s (Brit), the fund’s carrier for Excess Liability, now requires all claims to be reported to them which arise from Law Enforcement activities. In addition there was a change in Starr Indemnity’s TPA. A memorandum dated 12/7/13 has been distributed to all local Commission TPA’s on the updated reporting procedure and TPA.

Claims Status Summary: CompServices Inc. prepared a summary report of any claims with large open reserves to be reviewed during Closed Session. The Board of Fund Commissioners adopted Resolution 34-13 authorizing the need for closed session.

Financials: Executive Director reported that the Fund's surplus as of September 30, 2013 is \$3,527,852.

Underwriting Manager: Underwriting Manager provided the following summary report for the 2014 renewal program:

Property Form – As reported last month, Zurich is modifying their 2014 offering and making changes to the property form, which is expected to clarify intentions of coverage.

Property Underground Piping - Underwriting Manager said Zurich is reviewing the distance limit with respect to Underground Piping, which currently is subject to a \$10million sub-limit and a distance restriction of within 1,000' of a pump station, process plant, metering pit, wells or similar operational locations which are owned, leased, used occupied or intended for use by the member entity. Underwriting Manager said negotiations have increased that distance limit to one (1) mile, which is a significant enhancement; however further discussions are required to review the coverage implications for member entities that currently have utility authorities. Underwriting Manager requested the authority to bind coverage with the proviso of the one (1) mile underground piping distance limit and also to pursue an alternate or additional program if necessary.

Excess Liability – Underwriting Manager said the budget shows a 5% increase for this second layer of excess liability coverage currently provided by CV Starr. Quotes have been received from other carriers and Underwriting Manager requested the board's authority to pursue an alternate program if it is equal to/better than the current program.

POL/EPL – Underwriting Manager reported quotes are being finalized and one change was decreasing Gloucester County's Self-Insured Retention (SIR) from \$175,000 to \$100,000, which reflects a reduction back to the expiring deductible.

Medical Malpractice – Underwriting Manager reported there was one change to Salem County Department of Corrections SIR, which increased from \$5,000 to \$25,000 due to claim activity.

Executive Director said the Underwriting Manager has gone through great effort to remarket the casualty program, property program, medical malpractice, pollution and POL/EPL. The Board of Fund Commissioners approved authorization for the Underwriting Manager to bind coverage of the 2014 renewal program, as well as review additional programs for underground piping and excess liability to determine equal to/better than coverage. The Extraordinary Unspecifiable Services (EUS) statements for the 2014 renewal program will be included in the January agenda for ratification.

Risk Control: Safety Consultant reviewed a report reflecting the risk control activities from November to December.

NJCE Website: The fund's website, www.njce.org, continues to be updated on an as-needed basis with fund information.

Next Meeting: The Board of Fund Commissioner scheduled the next meeting for January 23, 2014 at 1:00 p.m. at the Camden County Emergency Regional Training Room 129 Boardroom – Blackwood, NJ.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND				
2014 ADOPTED BUDGET - EQUALIZED LOSS FUNDS				
APPROPRIATIONS	(A)	(C)	(D)	(E)
I. Claims and Excess Insurance			(C - A)	(D / A)
Claims	ANNUALIZED BUDGET FY2013 : Meadowbrook & Brit Programs	PROPOSED FY2014 BUDGET	Change \$	Change %
1 Liability	738,878	729,672	(9,206)	-1.2%
2 Auto	201,831	197,459	(4,372)	-2.2%
3 Workers' Comp.	1,973,068	1,973,068	0	0.0%
4 Subtotal - Claims	2,913,777	2,900,199	(13,578)	-0.5%
5 Premiums				
6				
7 Property ***	2,659,155	2,818,704	159,549	6.0%
8 Liability (Brit)	1,888,500	1,335,600	(552,900)	-29.3%
9 Workers Comp (500 x 500) *	516,486	1,032,971	516,486	100.0%
10 Workers Comp (Stat x 1MIL)	584,799	1,169,598	584,799	100.0%
11 Excess (Burlington)	75,000	157,500	82,500	110.0%
12 Excess premium contingency	-	0	0	0.0%
13				
14 SubTotal Premiums	5,723,939	6,514,373	790,433	13.8%
15 Total Loss Fund	8,637,716	9,414,572	776,856	9.0%
16				
17 II. Expenses, Fees & Contingency				
18				
19 Claims Adjustment	40,074	40,875	801	2.0%
20 Safety Director	228,001	232,561	4,560	2.0%
21 General Expense				
22 Exec. Director	348,645	355,618	6,973	2.0%
23 Actuary	25,044	25,545	501	2.0%
24 Auditor	20,035	20,436	401	2.0%
25 Attorney	22,294	22,740	446	2.0%
26 Treasurer	20,807	21,223	416	2.0%
27 Underwriting Manager	256,365	261,492	5,127	2.0%
28				
29 Misc. Expense & Contingency	2,111	9,999	7,888	373.6%
30 Total Fund Exp & Contingenc	963,377	990,489	27,113	2.8%
31 Total Self Insured Program	9,601,093	10,405,061	803,969	8.4%
32				
33 Ancillary Coverages				
34 POL/EPL	977,624	1,094,939	117,315	12.0%
35 XS POL/EPL	43,779	49,033	5,253	12.0%
36 Excess Liability	749,316	786,782	37,466	5.0%
37 Crime Program	95,127	95,127	0	0.0%
38 Medical Malpractice	1,187,834	1,112,834	(75,000)	-6.3%
39 Pollution Liability	175,709	110,000	(65,709)	-37.4%
40 Employed Lawyers Liability	210,370	180,000	(30,370)	-14.4%
41				
42 Total Ancillary Coverages	3,439,759	3,428,714	(11,045)	-0.3%
43				
44 Total FUND Disbursements	13,040,852	13,833,776	792,924	6.1%

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND							
2014 ADOPTED BUDGET - EQUALIZED LOSS FUNDS EQUALIZED LOSS FUNDS							
APPROPRIATIONS							
I. Claims and Excess Insurance							
FUND YEAR 2014 ADOPTED BUDGET							
Claims	BCIC	CCIC	CUIC	GCIC	SCIC	Union	Total
1 Liability	66,897	193,806	41,652	294,989	9,360	122,968	729,672
2 Auto	28,323	62,225	5,990	23,129	936	76,855	197,459
3 Workers' Comp.	<u>261,979</u>	<u>711,928</u>	<u>117,298</u>	<u>286,985</u>	<u>20,390</u>	<u>574,488</u>	<u>1,973,068</u>
4 Subtotal - Claims	357,199	967,959	164,941	605,103	30,686	774,311	2,900,199
5 Premiums							
6							
7 Property ***	379,633	1,356,529	163,751	417,948	108,969	391,874	2,818,704
8 Liability (Brit)	311,453	345,890	95,932	155,210	159,532	267,583	1,335,600
9 Workers Comp (750 x 250)	240,881	267,516	74,196	120,042	123,384	206,952	1,032,971
10 Workers Comp (Stat x 1MIL)	272,743	302,899	84,009	135,918	139,704	234,325	1,169,598
11 Excess (Burlington)	157,500	0	0	0	0	0	157,500
12 Excess premium contingency	0	0	0	0	0	0	0
13	0	0	0	0	0	0	
14 SubTotal Premiums	1,362,210	2,272,834	417,888	829,118	531,589	1,100,734	6,514,373
15 Total Loss Fund	1,719,409	3,240,793	582,829	1,434,221	562,275	1,875,045	9,414,572
16							
17 II. Expenses, Fees & Contingency							
18							
19 Claims Adjustment	5,398	13,829	2,344	7,833	1,027	10,444	40,875
20 Safety Director	32,122	116,769	11,285	26,288	10,605	35,492	232,561
21 General Expense							
22 Exec. Director	64,776	122,121	22,756	53,011	21,385	71,570	355,618
23 Actuary	4,707	8,883	1,388	3,921	1,542	5,104	25,545
24 Auditor	3,765	7,106	1,110	3,137	1,234	4,083	20,436
25 Attorney	4,190	7,907	1,235	3,491	1,373	4,543	22,740
26 Treasurer	3,911	7,380	1,153	3,258	1,281	4,240	21,223
27 Underwriting Manager	47,631	89,798	16,733	38,980	15,725	52,626	261,492
28							
29 Misc. Expense	1,232	3,338	569	2,085	105	2,670	9,999
30 Total Fund Exp & Contingency	167,731	377,130	58,572	142,005	54,277	190,773	990,489
31 Total Self Insured Program	1,887,141	3,617,923	641,401	1,576,226	616,552	2,065,818	10,405,061
32							
33 Ancillary Coverages							
34 POL/EPL	0	388,070	129,665	154,762	95,899	326,543	1,094,939
35 XS POL/EPL	0	0	0	49,033	0	0	49,033
36 Excess Liability	0	356,900	174,967	214,208	40,707	0	786,782
37 Crime Program	12,561	44,124	14,700	6,744	4,037	12,961	95,127
38 Medical Malpractice	33,324	380,507	36,356	629,447	33,200	0	1,112,834
39 Pollution Liability	12,450	53,382	0	43,845	0	323	110,000
40 Employed Lawyers Liability	0	90,144	3,895	27,266	0	58,695	180,000
41							
42 Total Ancillary Coverages	58,335	1,313,126	359,582	1,125,305	173,843	398,523	3,428,714
43							
44 Total FUND Disbursements	1,945,475	4,931,050	1,000,984	2,701,531	790,396	2,464,340	13,833,776

SALEM COUNTY INSURANCE COMMISSION
FINANCIAL FAST TRACK REPORT

AS OF OCTOBER 31, 2013

ALL YEARS COMBINED

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	113,041	1,130,380	272,235	1,402,615
2. CLAIM EXPENSES				
Paid Claims	92,798	320,547	-	320,547
Case Reserves	(120,455)	348,005	18,626	366,631
IBNR	49,257	93,999	40,474	134,473
Discounted Claim Value	5,129	(29,793)	(4,126)	(33,919)
Total Claims	26,729	732,758	54,974	787,732
3. EXPENSES				
Excess Premiums	63,552	635,486	147,426	782,912
Administrative	5,791	59,795	16,301	76,096
Total Expenses	69,342	695,281	163,727	859,008
4. UNDERWRITING PROFIT (1-2-3)	16,970	(297,659)	53,534	(244,125)
5. INVESTMENT INCOME	-	-	-	-
6. STATUTORY PROFIT (4+5)	16,970	(297,659)	53,534	(244,125)
7. Investment in Joint Venture	(18,626)	37,987	12,137	50,124
8. STATUTORY SURPLUS (6+7)	(1,656)	(259,672)	65,671	(194,001)

SURPLUS (DEFICITS) BY FUND YEAR

2012	(1,555)	(77,460)	65,671	(11,789)
2013	(101)	(182,212)	-	(182,212)
TOTAL	(1,656)	(259,672)	65,671	(194,001)

CLAIM ANALYSIS BY FUND YEAR

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
FUND YEAR 2012				
Paid Claims	43,401	97,506	-	97,506
Case Reserves	(38,105)	5,996	18,626	24,622
IBNR	(5,296)	(25,351)	40,474	15,123
Discounted Claim Value	2,880	1,480	(4,126)	(2,646)
Total Claims	2,880	79,631	54,974	134,605
FUND YEAR 2013				
Paid Claims	49,397	223,041	-	223,041
Case Reserves	(82,350)	342,009	-	342,009
IBNR	54,553	119,350	-	119,350
Discounted Claim Value	2,249	(31,273)	-	(31,273)
Total Claims	23,849	653,127	-	653,127
COMBINED TOTAL CLAIMS	26,729	732,758	54,974	787,732

**SALEM COUNTY INSURANCE COMMISSION
FINANCIAL FAST TRACK REPORT**

AS OF NOVEMBER 30, 2013

ALL YEARS COMBINED

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	113,039	1,243,419	272,235	1,515,654
2. CLAIM EXPENSES				
Paid Claims	69,865	390,412	-	390,412
Case Reserves	(41,946)	306,058	18,626	324,684
IBNR	(6,319)	87,680	40,474	128,154
Discounted Claim Value	3,625	(26,167)	(4,126)	(30,293)
Total Claims	25,225	757,983	54,974	812,957
3. EXPENSES				
Excess Premiums	63,549	699,035	147,426	846,461
Administrative	5,789	65,584	16,301	81,885
Total Expenses	69,337	764,619	163,727	928,346
4. UNDERWRITING PROFIT (1-2-3)	18,477	(279,182)	53,534	(225,648)
5. INVESTMENT INCOME	-	-	-	-
6. STATUTORY PROFIT (4+5)	18,477	(279,182)	53,534	(225,648)
7. Investment in Joint Venture	835	38,822	12,137	50,959
8. STATUTORY SURPLUS (6+7)	19,312	(240,360)	65,671	(174,689)

SURPLUS (DEFICITS) BY FUND YEAR

2012	(4,314)	(81,775)	65,671	(16,104)
2013	23,626	(158,585)	-	(158,585)
TOTAL	19,312	(240,360)	65,671	(174,689)

CLAIM ANALYSIS BY FUND YEAR

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
FUND YEAR 2012				
Paid Claims	4,865	102,371	-	102,371
Case Reserves	(4,865)	1,130	18,626	19,756
IBNR	-	(25,351)	40,474	15,123
Discounted Claim Value	323	1,804	(4,126)	(2,322)
Total Claims	323	79,954	54,974	134,928
FUND YEAR 2013				
Paid Claims	64,999	288,040	-	288,040
Case Reserves	(37,081)	304,928	-	304,928
IBNR	(6,319)	113,031	-	113,031
Discounted Claim Value	3,302	(27,971)	-	(27,971)
Total Claims	24,901	678,028	-	678,028
COMBINED TOTAL CLAIMS	25,225	757,983	54,974	812,957

RESOLUTION NO. 12 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
AUTHORIZING THE ADVERTISING OF RFQ FOR THE POSITION OF
FUND DEFENSE ATTORNEY(S)**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter “SCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the Commissioners of the SCIFC have deemed it necessary and appropriate to retain certain professionals and desires to seek responses from qualified services providers for the following positions:

Commission Fund Defense Attorney(s)

WHEREAS, the Commissioners resolve to award professional agreements in accordance to the fair and open process pursuant to the Local Public Contracts Law, N.J.S.A.40A11.1 et seq.; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Salem County Insurance Fund Commission, that the Fund is authorized to prepare Request for Qualifications for the designated services and shall be authorized for such request.

ADOPTED by the SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

**Salem County Insurance Commission
Certificate of Insurance Monthly Report**

From 11/18/2013 To 1/24/14

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
SCIC H- NJ Department of Environmental Protection	Compliance & Enforcement, Bureau of Local Environmental Management Mail Code 401-04N, PO Box 420 Trenton, NJ 08625-0420	914	Evidence of insurance. All operations usual to County Governmental Entity. (SEE PAGE 2)	12/2/2013	GL EX AU WC
H- County of Gloucester I- Salem County	Board of Chosen Freeholders It's Department & Agencies et al PO Box 337 Woodbury, NJ 08096 94 Market Street Salem, NJ 08079	917	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement regarding (SEE PAGE 2)	12/4/2013	GL EX AU WC
H- New Jersey Historical Commission I- Salem County	225 W. State Street Trenton, NJ 08625 94 Market Street Salem, NJ 08079	918	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement regarding (SEE PAGE 2)	12/4/2013	GL EX AU WC
H- Alloway Township I- Salem County	49 South Greenwich St. Alloway, NJ 08001 94 Market Street Salem, NJ 08079	923	Evidence of insurance. All operations usual to County Governmental Entity as respects to use of the townships Auditorium for the October 15, 2014 Freeholder Meeting. CLD	12/23/2013	GL EX AU WC

Total # of Holders = 4

RESOLUTION NO. 13 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
BILLS LIST**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills::

BE IT RESOLVED that the Salem County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2012

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000022			
000022	BOWMAN & COMPANY LLP	FINAL BILLING FOR 2012 AUDIT	700.00
			700.00
		TOTAL PAYMENTS FY 2012	700.00

FUND YEAR 2013

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000023			
000023	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 09/2013	1.32
000023	PERMA RISK MANAGEMENT SERVS	1099 FILINGS FOR 2013	14.95
			16.27
000024			
000024	J.A. MONTGOMERY RISK CONTROL	BRIT TEAM PLATFORM - 2013	320.00
			320.00
		TOTAL PAYMENTS FY 2013	336.27

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000025			
000025	INSERVCO INSURANCE SERVICE INC	CLAIMS ADMINI - 1ST QTR 2014	5,374.98
			5,374.98
000026			
000026	PERMA RISK MANAGEMENT SERVS	EXECUTIVE DIRECTOR FEE 1ST QTR 2014	8,533.50
			8,533.50
000027			
000027	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 1ST QTR 2014	1,875.00
			1,875.00
		TOTAL PAYMENTS FY 2014	15,783.48

**SALEM COUNTY INSURANCE FUND COMMISSION
SUPPLEMENTAL BILLS LIST**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills::

BE IT RESOLVED that the Salem County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000028			
000028	DHS MARKETING SOLUTIONS	DOMAIN RENEWAL - 2014	576.00
			576.00
		TOTAL PAYMENTS FY 2014	576.00

TOTAL PAYMENTS ALL FUND YEARS \$ 576.00

CHAIRMAN

ATTEST:

VICE CHAIRMAN

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**SALEM COUNTY INSURANCE COMMISSION
SAFETY DIRECTOR'S REPORT**

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: January 29, 2014

**December – February 2014
RISK CONTROL ACTIVITIES**

JIF MEETINGS ATTENDED / TRAINING PRESENTED

- **December 12:** Attended the SCIC meeting in Salem.
- **December 18:** Attended the SCIC Freeholder Safety Committee meeting and presentation.
- **January 21:** Attended the SCIC Claims Committee meeting via conference call.

UPCOMING JIF MEETINGS / TRAINING PLANNED

- **February 6:** Plan to attend the SCIC meeting in Salem.
- **February 18:** Plan to attend the SCIC Claims Committee meeting.

CEL VIDEO LIBRARY

No videos were utilized by SCIC during 2012 and 2013.

From: Glenn Prince, Risk Control Consultant
To: Mr. Evern Ford
Date: January 6, 2014
Subject: S:ERVE Emergency Responder Driver Training
Salem County Insurance Commission

Mr. Ford,

Safety: Emergency Responder Vehicle Education (S:ERVE) is an online driver simulation and curriculum created to educate law enforcement, EMS and other emergency responders to drive at their safest in emergency response scenarios in an effort to reduce collision rates. This program is being made available to us by our excess workers' compensation carrier, Safety National.

This highly interactive online simulator guides users through a series of situations in which decision making is key. Users prioritize their vehicle handling and emergency task activities while experiencing situations related to typical emergency response or pursuit operations.

In addition, we have recently been advised that Safety National is currently in negotiations with their vendor to add an additional module on "Distracted Driving " for Police. We will forward additional information, as soon as it becomes available.

Please share the following information with your County Safety Committee to determine the best way to make use of the allocations which are listed below together with your Class Identification.

Included with this letter is the S:ERVE program brochure.

SALEM COUNTY INSURANCE COMMISSION

POLICE

Allocations	90
Class ID#	

Instructions for accessing website are listed below.

1. Click on this link to access the Safety National Intersection Analysis course: <http://serve.evoc101web.com>
2. Enter Your Specific Class ID
3. Enter Your Student Number (Please do not use Social Security Numbers or personal information.) Consider a Station Number, radio designation number, etc. Recommended is use of a badge number with the individual's three (3) LOWER CASE initials following. For example, nomenclature of the student identification would be 1234abc.

Individual trainees must use the same exact login information (class ID, student number, first name and last name) each time they login in order for the bookmarking feature to work and produce an individual training record.
4. Enter First Name
5. Enter Last Name
6. If you forget or misplace your Class ID or Student Number, contact your individual county representative for this project.
7. Complete Lessons 1 through 5 starting with Lesson 1. You must complete a final quiz after finishing Lesson 5.
 - Use a sign-in sheet to track attendance if completing the course as a group
 - Complete the test either individually or as a group
 - When all five lessons have been successfully completed, a link will appear that says "View Certificate". When clicked, a Window will open with the certificate for printing. If the link cannot be accessed, you can also contact J. A. Montgomery Risk Control for blank certificates at 877-398-3046.
 - If training is completed in a classroom setting as a group, certificates of completion will have to be issued manually. Contact J. A. Montgomery Risk Control for blank certificates at 877-398-3046.
8. Completion of a brief course evaluation at the end would be appreciated.

Very truly yours,

Glenn Prince
Risk Control Consultant
JA Montgomery Risk Control

cc: Insurance Commission Executive Director
David McHale, JA Montgomery

SCIFC - 378
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
12/01/2013 Thru 12/31/2013

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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Inservco Report Terminology

Reporting Name	Business Name	Business Description
Amount/Amt Paid	Amount Paid	Amount actually paid or received
Amount/Amt Requested	Amount Requested	Amount requested to be paid
As Of Date/To Date	Report End Date	Ending date of transactions on report; usually month end
Payment Type	Type	Types of transactions—Computer, Manual, Refund, Recovery, Stop Pay, Void
Report Begin Date	Report Begin Date	Beginning date of transactions on report; usually beginning of month or inception
Trans Date	Transaction Date	Issue date for computer issued payments and add date for all other type entries

SCIFC - 378
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
12/01/2013 Thru 12/31/2013

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
Coverage: Property										
C	2004	3780000071	001 COUNTY OF SALEM			COUNTY OF SALEM	12/30/2013	LIGHTNING DAMAGES REIMBURSEMENT- 8/13/2013	28,777.00	28,777.00
Total for Coverage: Property							Number of entries: 1		28,777.00	28,777.00
Total for SCIFC - 378							Number of entries: 1		28,777.00	28,777.00

RESOLUTION NO. 14 -14

**SALEM COUNTY INSURANCE FUND COMMISSION
AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

WHEREAS, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter "SCIFC") is a duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the SCIFC is subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act requires all meetings of public bodies be open to the public; and

WHEREAS, the Open Public Meetings Act further provides a public body may permissibly exclude the public from a portion of a meeting at which the public body discusses items per the Open Public Meetings Act at N.J.S.A. 10:4-12.b.(1) thru (9) recognized as requiring confidentiality, and

WHEREAS, it is necessary and appropriate for the SCIFC to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12.b.(7); and

WHEREAS, the SCIC is a public agency which must comply with the Open Public Records Act (OPRA) N.J.S.A. 47: 1A-1 to -13; and

WHEREAS, the SCIFC must comply with OPRA and reported New Jersey Case Law interpreting same; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of said Salem County Insurance Fund Commission pursuant to both the Open Public Meetings Act and the Open Public Records Act as follows:

The attached financial transaction logs generated by third party administrator Inservco Insurances Inc. for the periods 11/1/13 to 12/31/13, and related to all non-workers compensation payments are hereby approved for distribution to the listed claimants and for disclosure to the general public

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on February 6, 2014.

CHAIRMAN

ATTEST:

VICE CHAIRMAN

Salem County Insurance Fund Commission
Claims Committee
2014 Meeting Schedule

All meetings will be held at the County Old Courthouse,
104 Market Street, Salem, NJ 08079
on the 3rd Tuesday of each month at 9:30 AM unless other arrangements
are made for a phone conference

January 21, 2014
February 18, 2014
March 18, 2014
April 15, 2014
May 20, 2014
June 17, 2014
July 15, 2014
August 19, 2014
September 16, 2014
October 21, 2014
November 18, 2014
December 16, 2014

APPENDIX I – MEETING MINUTES

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – DECEMBER 12, 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
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Treasurer	Katie Coleman
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Attorney	Michael Mulligan
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CEL Underwriting Manager	Conner Strong & Buckelew Joseph Hrubash
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Claims Service	Inservco Sue Irvine Veronica George
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	Conner Strong & Buckelew Robyn Walcoff
--	--

Risk Management Consultant	Cettei & Connell Insurance Dave Strout, Tom Narolewski
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Safety Director	JA Montgomery Risk Control Glenn Prince, David McHale
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ALSO PRESENT:

Jessica Foote, Salem County

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF OCTOBER 3, 2013

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
OCTOBER 3, 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 9 certificates of insurance issued during the period of September 16, 2013 through November 17, 2013.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

2014 Property & Casualty Budget Introduction - Executive Director reported included in the agenda on page 5 for your review and discussion is the 2014 proposed Property & Casualty Budget in the amount of \$1,405,138. The introductory budget represents a 3.59% increase commission wide compared to the 2013 Budget. The CEL portion of the budget is subject to review and approval of the CEL Budget by the CEL Commissioners. The CEL met on November 7th and introduced their 2014 budget and has scheduled a Public Hearing and Budget adoption on 12/12/13. PERMA will advertise the proposed 2014 budget in the applicable newspapers.

Executive Director reviewed the budget and said on the appropriations side - line nine of the budget is workers' comp which represents the largest increase of the budget. We are running behind on our comp claims - it is not so much how many claims but the severity of the claims. The actuary feels we need to increase that line time. On line nine is the CEL JIF appropriation and what is driving this line item is the property. Executive Director said we changed from the Meadowbrook program last year which was only a half year and this represents a full year of the increase we are faced with. In light of the hurricanes over the past few years an increase of 3.26% is reasonable considering that in the private market we are seeing 10%-15% increases across the board. Executive Director said we fared well here and it is tribute to the Underwriter and the folks that worked hard to get this in line. On the expense side we built in a 2% increase for some of the fund professionals but this is at the discretion of the Fund Commissioners. For those under contract we will stick to what they bid and this is something we can discuss at the next fund meeting.

Last meeting we adjusted the budget to build in an increase for the property for half of last year when we switched to Meadowbrook, and proportionately set out how much the increase for each commission would be and ours was \$39,000. Our hope was the CEL would absorb that increase. The good news is the CEL will absorb the increase. We will not pay the \$39,000 out of this budget the CEL has absorbed it and this will keep our increase at a fairly modest 3.59%.

MOTION TO INTRODUCE THE 2014 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$1,405,138 AND SCHEDULE A PUBLIC HEARING ON FEBRUARY 6, 2014 AT 9:00 AM AT THE COUNTY ADMINISTRATION BUILDING

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

2014 Property & Casualty Assessments – Executive Director reported once the Budget is adopted, the Assessment billing schedule for 2014 will be set. The first payment will be 40% of the assessment with the second and third being 30% of the assessments. Executive Director said the assessments are typically due 45 days after the budget has been adopted and we will provide the Treasurer the information.

BRIT Team Platform – Executive Director said Mr. David McHale from JA Montgomery advises in order to meet a NJ specific compliance needs, the MEL developed an online NJ Right to Know/Hazard Communication with their training vendor. Mr. McHale feels this program would also work well for the CEL member Commission's and advises he can have the MEL branding in the program uploaded to the BRIT TEAM system. The ability to have this program available in DVD/online formats would allow instructor led training for more value added topics. The cost to do this would be a one time fee of \$1,600 shared among all of the other Commissions. If all CEL member Commissions agree to this we will come back next month with the cost per Commission.

David McHale said the excess carrier BRIT has made available to us an online learning management system called the TEAM Platform – train, educate and manage, where once you upload your employee data into the system you can assign online learning, schedule employees for instructor led training and disseminate documents for employee review and acknowledgement. This is free of charge and is a great resource that has been made available to us by our excess carrier. Mr. McHale said we have been working with them to customize it for use by the Counties. On the MEL side we developed a Right to Know/Hazard Communication program and for a nominal amount we can have our vendor rebrand it so we can upload it to the BRIT System. This is a NJ specific regulatory training requirement and we can make it available to all of the Counties. Mr. McHale said the amount will be \$1,600 and it will be shared among the five insurance commissions. In response to David Strout, Glenn Prince said he could look at the current program the County is currently using to see if it would be compatible with the BRIT Platform. David McHale said the BRIT Platform could eventually replace the system you are currently using and paying for the BRIT Platform would be free of charge. Dave Strout said we can keep an eye on it

and have our IT people take a look at it to make sure we are not duplicating efforts. In response to Commissioner Vanderslice, Executive Director said there is enough money in the budget to pay for the \$320 one time charge for the Right to Know/Hazard Communication program and it would come out of contingency if everyone is in agreement.

NJ Excess Counties Insurance Fund Report (CELJIF) - Executive Director reported the CEL met on November 7, 2013. A summary report of their meeting is included in the agenda on pages 6 & 7. The Executive Director presented the 2014 Proposed Budget totaling \$13,833,777 representing an increase of \$976,176 or a 7.6% increase. Executive Director said on new membership report Mercer and Hudson Counties are in effective January 1, 2014. Cape May County will not be joining this year it looks as though it was a wash and they would be paying the same amount as if they were in the CEL so they have decided to wait another year and take a look again, so it could possibly happen.

Financial Fast Track – Executive Director said included on pages 8 & 9 of the agenda are the Financial Fast Tracks for August and September for the Salem county Insurance Fund Commission. As of September 30, 2013 the Commission has a negative statutory surplus of -\$192,345. Executive Director said we will talk to Inservco to take another look at this we have had some serious swings in the case reserves which has steered this into a deficit area. A few of the JIFs had this type of start we are concerned but not a panic at this point and it certainly something to keep an eye on. As the claims develop a little more we can hopefully reduce some of the reserves it is a constant process and continue to review them and adjust were possible and we will keep everyone apprised.

MOTION TO APPROVE THE FINANCIAL FAST TRACK REPORTS FOR AUGUST AND SEPTEMBER 2013

Moved:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	Unanimous

2014 Auto ID Cards/WC Posting Notices/Renewal Certificate of Insurance - Executive Director said the 2014 auto ID cards and WC Posting Notices will be sent to each member entity representative for distribution the first week of December. The Executive Director's office will review any certificates which need to be re-issued for the 2014 renewal. David Strout said they received the Auto ID cards and WC Posting Notices this morning.

SAFETY COMMITTEE REPORT:

Safety Director reported the Safety Committee last met on December 4, 2013 at that time we received notice that BJ Ayers would be leaving the County and that Curt Harker will be assuming her duties with the Safety Committee and training. Mr. Prince said he would work with him to make sure the transition is easy and as smooth as possible and he has already been extended an invitation if the needs anything to call. Mr. Prince said he would assume the duties of preparing the agenda and minutes for those meetings until a suitable replacement is named permanently.

We plan to attend the Freeholders Workshop Meeting on December 18th to recap what we have done over the past 12 months in terms of safety, emergency action plans and OSHA compliance and what the plans are for the future.

CLAIMS COMMITTEE REPORT

Claims Manager reported there was a Claims Meeting on November 27th and one PAR was distributed at that meeting that will be discussed today in closed session. There is one additional PAR that just came around yesterday for a property claim that was addressed at the claims meeting but we did not have all the information at that time so we will discuss this in closed session as well.

Claims Manger said Megan Callahan is no longer with Inservco and Susan Irvine will be the new liability claim handler from Inservco. Susan Irvine was in attendance to meet everyone.

Claims Manager said next year's meetings dates will be on the third Tuesday of the month and a copy of the schedule was distributed to Committee members. Claims Manager reviewed the Claims Sweep report included in the agenda. David Strout said this was covered with department heads to be sure everyone is aware all claims must be reported and that anything they may not have received in writing, but could be a potential claim, to please put in a record to be safe. Dave said he has received a few responses and will report information to Robyn Walcoff. Ms. Walcoff said claims made reporting means the claim must be reported to the insurance carrier in the year that the claim was made. Our goal is notice of any facts and circumstances that could potentially lead to claim to get those reported as well so the carrier is on notice.

TREASURER: None

CEL SAFETY DIRECTOR REPORT:

Safety Director reported we are continuing loss control visits throughout all of the facilities in Salem County. On December 2nd a loss control survey was conducted in the Fenwick in the Admin Building. There were only some minor issues nothing major that were found at the time of the inspections. The report will be in next month's package.

CLAIMS SERVICE

Executive Director said are no liability claims payments this month.

MOTION TO GO INTO EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES – PERSONNEL – SAFETY - PUBLIC PROPERTY - LITIGATION

Motion: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Coleman
Second: Commissioner Ford
Vote: Unanimous

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$27,120.96 FOR CLAIM #3780000038

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$45,000.00 FOR CLAIM #3780000071

Motion: Commissioner Ford
Second: Commissioner Coleman
Vote: 2 Ayes, 0 Nays, 1 Abstain – Commissioner Vanderslice

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

MEETING ADJOURNED: 9:30 AM
NEXT MEETING WILL BE THURSDAY, February 6, 2014 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary

APPENDIX II – INSERVCO REPORT



INSERVCO
INSURANCE SERVICES, INC.

***Stewardship
Report***

for

SCIFC

As Of

December 31, 2013

*Inservco Insurance Services, Inc.
Crossroads Corporate Center
3150 Brunswick Pike
Lawrenceville, NJ 08648
(800) 334-1348*

Report Terminology

Term	Definition
Gross Paid To Date Total	All payments transacted plus all offsets of voids and refunds through the report end date for all buckets
Indemnity	WC claim added this period where Gross Incurred Indemnity bucket >0
Medical	WC claim added this period where Gross Incurred Indemnity bucket = 0 and sum of Gross Incurred all other buckets >0
Net Incurred Total	Gross Incurred Total + Recovery ToDate Total all buckets
Outstanding Reserve Total	Outstanding monies expected to be paid for all financial buckets added together
Recoveries To Date Total	Recoveries added into the system through report end date all buckets
Total Claims	Count of pending and closed claims
Average Days to Receive	Average number of days between occurrence date and date received at Inservco



**Claim Summary By Policy Period
Indemnity vs Medical Only By Location
Past 3 Years**

01/31/2014

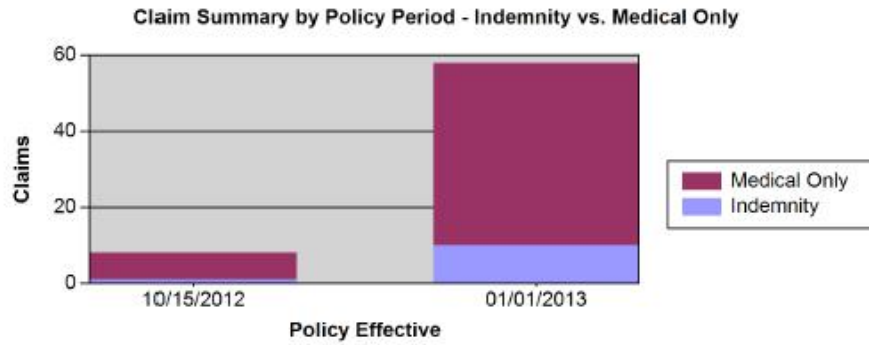
Policy Effective	Policy Expiration	Indemnity	Medical Only	Total Claims
10/15/2012	12/31/2012			
540 - Sheriff		0	1	1
575 - Prosecutor Office		0	2	2
580 - Jail		1	4	5
		1	7	8
01/01/2013	12/31/2013			
156 - Clerk of the Board		0	1	1
210 - Building & Grounds		0	5	5
211 - Building Service Worker		0	2	2
302 - Mosquito Control		0	1	1
410 - Board of Election		1	0	1
540 - Sheriff		2	1	3
575 - Prosecutor Office		1	2	3
580 - Jail		5	35	40
735 - Road/Engineering		1	1	2
		10	48	58
Total:		11	55	66



Claim Summary By Policy Period Indemnity vs Medical Only Past 3 Years

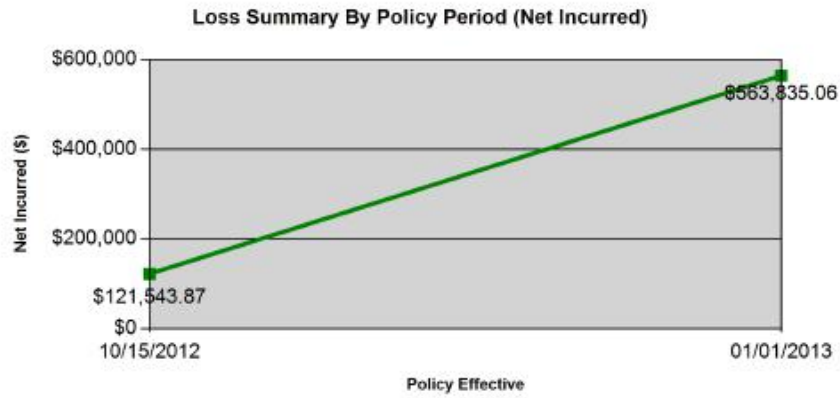
01/31/2014

Policy Effective	Policy Expiration	Indemnity	Medical Only	Total Claims
10/15/2012	12/31/2012	1	7	8
01/01/2013	12/31/2013	10	48	58
		11	55	66



**Loss Summary By Policy Period
Past 3 Years**

Policy Effective	Policy Expiration	Claims	O/S Reserve	Gross Paid to Date	Recovery to Date	Net Incurred
10/15/2012	12/31/2012	8	\$19,283.52	\$102,260.35	\$0.00	\$121,543.87
01/01/2013	12/31/2013	58	\$255,692.89	\$308,142.17	\$0.00	\$563,835.06
		66	\$274,976.41	\$410,402.52	\$0.00	\$685,378.93





Loss Summary By Location Past 3 Years

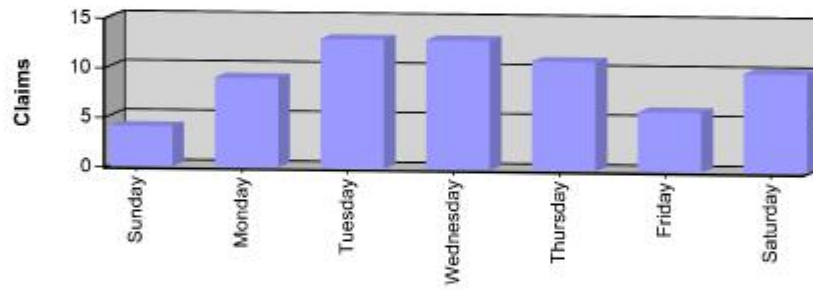
01/31/2014

Location Code	Location Name	Claims	O/S Reserve	Gross Paid to Date	Recovery to Date	Net Incurred
156	Clerk of the Board	1	\$2,000.00	\$0.00	\$0.00	\$2,000.00
210	Building & Grounds	5	\$8,494.08	\$2,933.22	\$0.00	\$11,427.30
211	Building Service Worker	2	\$0.00	\$506.72	\$0.00	\$506.72
302	Mosquito Control	1	\$0.00	\$3,500.00	\$0.00	\$3,500.00
410	Board of Election	1	\$12,314.00	\$1,102.17	\$0.00	\$13,416.17
540	Sheriff	4	\$19,986.72	\$62,424.20	\$0.00	\$82,410.92
575	Prosecutor Office	5	\$10,439.02	\$9,108.17	\$0.00	\$19,547.19
580	Jail	45	\$213,269.24	\$327,765.76	\$0.00	\$541,035.00
735	Road/Engineering	2	\$8,473.35	\$3,062.28	\$0.00	\$11,535.63
		66	\$274,976.41	\$410,402.52	\$0.00	\$685,378.93

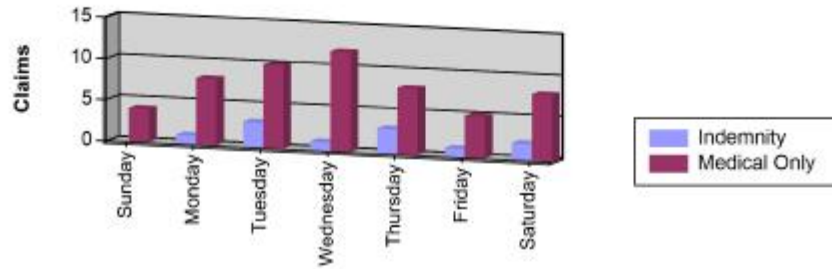
Claim Occurrence by Day of Week Indemnity vs Medical Only Past 3 Years

Day of Week	Indemnity	Medical Only	Total Claims
Sunday	0	4	4
Monday	1	8	9
Tuesday	3	10	13
Wednesday	1	12	13
Thursday	3	8	11
Friday	1	5	6
Saturday	2	8	10
	11	55	66

Claim Occurrence by Day of Week (Total Claims)



Claim Occurrence by Day of Week (Indemnity vs Medical Only)





**Timely Reporting - Average Days to Receive
Indemnity vs Medical Only By Location
Past 3 Years**

01/31/2014

Policy Effective	Policy Expiration	Claim Type	Claims	Average Days to Receive
10/15/2012	12/31/2012			
540 - Sheriff		Indemnity	0	0.00
		Medical Only	1	8.00
		Location Total	1	8.00
575 - Prosecutor Office		Indemnity	0	0.00
		Medical Only	2	38.50
		Location Total	2	38.50
580 - Jail		Indemnity	1	1.00
		Medical Only	4	22.25
		Location Total	5	18.00
		Policy Period Total	8	21.88
01/01/2013	12/31/2013			
156 - Clerk of the Board		Indemnity	0	0.00
		Medical Only	1	6.00
		Location Total	1	6.00
210 - Building & Grounds		Indemnity	0	0.00
		Medical Only	5	15.80
		Location Total	5	15.80
211 - Building Service Worker		Indemnity	0	0.00
		Medical Only	2	7.00
		Location Total	2	7.00
302 - Mosquito Control		Indemnity	0	0.00
		Medical Only	1	2.00
		Location Total	1	2.00
410 - Board of Election		Indemnity	1	0.00

Account #378

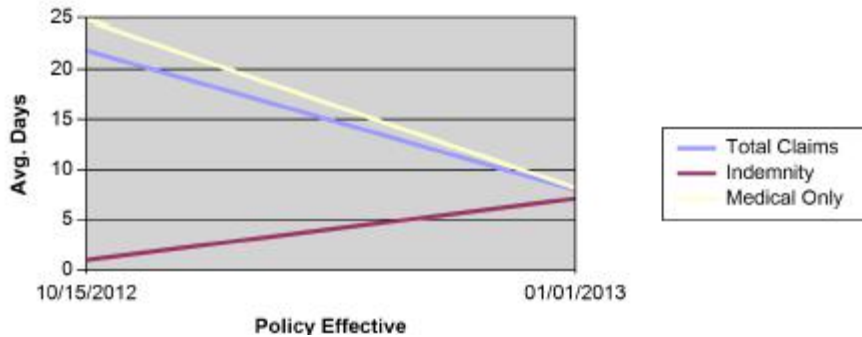


Timely Reporting - Average Days to Receive Indemnity vs Medical Only By Location Past 3 Years

01/31/2014

Policy Effective	Policy Expiration	Claim Type	Claims	Average Days to Receive
540 - Sheriff		Medical Only	0	0.00
		Location Total:	1	0.00
575 - Prosecutor Office		Indemnity	2	4.50
		Medical Only	1	12.00
		Location Total:	3	7.00
580 - Jail		Indemnity	1	41.00
		Medical Only	2	3.50
		Location Total:	3	16.00
735 - Road/Engineering		Indemnity	5	3.40
		Medical Only	35	7.69
		Location Total:	40	7.15
		Indemnity	1	4.00
		Medical Only	1	3.00
		Location Total:	2	3.50
		Policy Period Total:	58	7.98

Timely Reporting - Average Days to Receive (Total Claims)

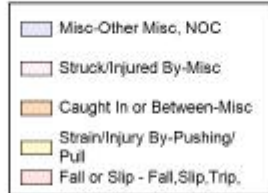
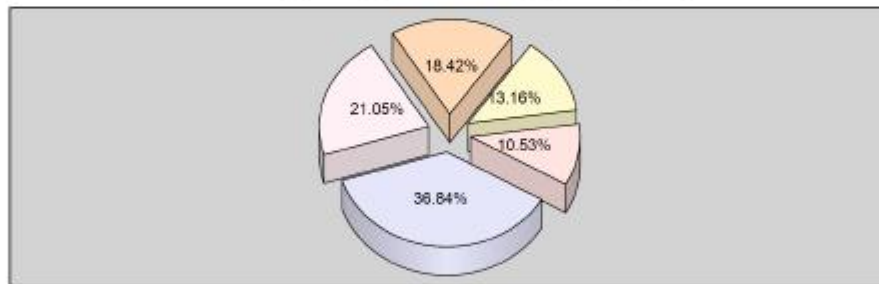


Top 5 - Cause of Injury - Frequency Past 3 Years

01/31/2014

Cause of Injury Code	Cause of Injury Description	Number of Injuries
99	Misc-Other Misc, NOC	14
81	Struck/Injured By-Misc	8
13	Caught In or Between-Misc	7
57	Strain/Injury By-Pushing/ Pull	5
31	Fall or Slip - Fall,Slip, Trip,	4

Percentage of Top 5 - Cause of Injury - Frequency



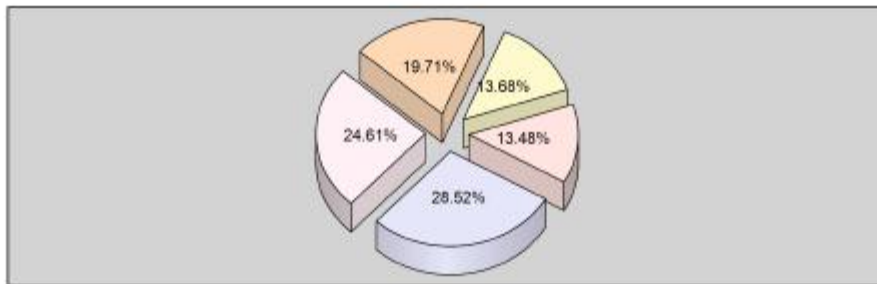


Top 5 - Cause of Injury - Net Incurred Past 3 Years

01/31/2014

Cause of Injury Code	Cause of Injury Description	Net Incurred
57	Strain/Injury By-Pushing/ Pull	\$145,578.93
31	Fall or Slip - Fall,Slip,Trip,	\$125,579.51
89	Misc-Person In Act of Crime	\$100,602.22
29	Fall or Slip-Same Level	\$69,810.93
25	Fall or Slip-From Diff Level	\$68,791.64

Percentage of Top 5 - Cause of Injury - Net Incurred

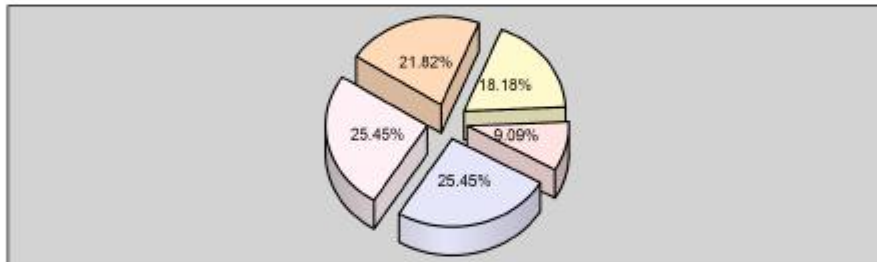


Top 5 - Type of Injury - Frequency Past 3 Years

01/31/2014

Type of Injury Code	Type of Injury Description	Number of Injuries
10	Contusion	14
52	Strain or Tear	14
01	No Physical Injury	12
49	Sprain or Tear	10
13	Crushing	5

Percentage of Top 5 - Type of Injury - Frequency



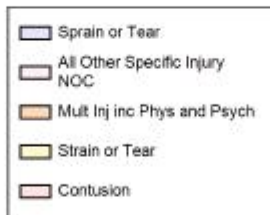
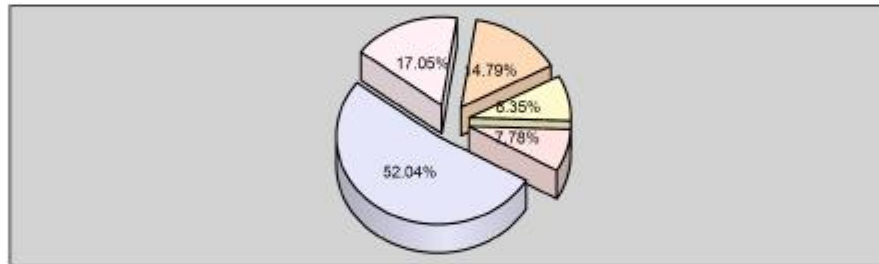


Top 5 - Type of Injury - Net Incurred Past 3 Years

01/31/2014

Type of Injury Code	Type of Injury Description	Net Incurred
49	Sprain or Tear	\$332,433.89
59	All Other Specific Injury NOC	\$108,908.90
91	Mult Inj Inc Phys and Psych	\$94,502.39
52	Strain or Tear	\$53,343.90
10	Contusion	\$49,675.75

Percentage of Top 5 - Type of Injury - Net Incurred

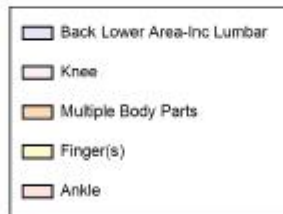
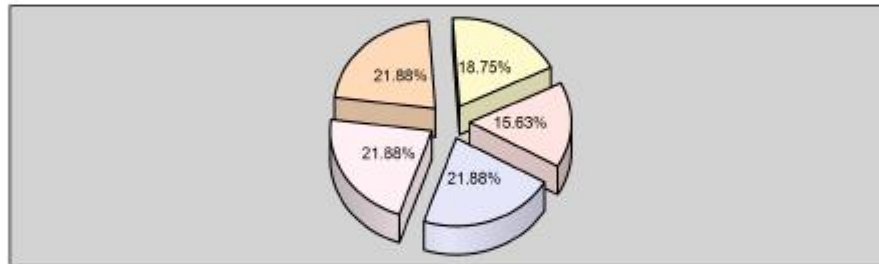


Top 5 - Part of Body - Frequency Past 3 Years

01/31/2014

Part of Body Code	Part of Body Description	Number of Occurrences
42	Back Lower Area-Inc Lumbar	7
53	Knee	7
90	Multiple Body Parts	7
36	Finger(s)	6
55	Ankle	5

Percentage of Top 5 - Part of Body - Frequency

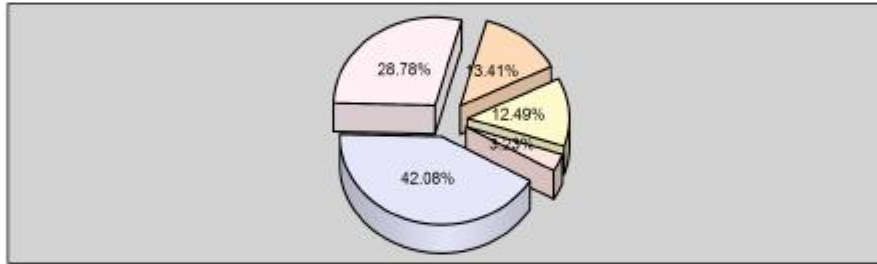


**Top 5 - Part of Body - Net Incurred
Past 3 Years**

01/31/2014

Part of Body Code	Part of Body Description	Net Incurred
38	Shoulder(s)	\$244,590.69
90	Multiple Body Parts	\$167,304.27
53	Knee	\$77,960.93
55	Ankle	\$72,618.33
42	Back Lower Area-Inc Lumbar	\$18,798.29

Percentage of Top 5 - Part of Body - Net Incurred





Recovery To Date By Policy Period
Excess vs. Other
Past 3 Years

01/31/2014

Policy Effective	Policy Expiration	Excess Recovery	Other Recovery	Recovery to Date
10/15/2012	12/31/2012	\$0.00	\$0.00	\$0.00
01/01/2013	12/31/2013	\$0.00	\$0.00	\$0.00