

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – January 3, 2013
104 MARKET STREET
SALEM, NJ 9:00 AM**

Meeting called to order by Bradford Stokes. 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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ALSO PRESENT:

David Strout, Cettei & Connell
Megan Callahan, Inservco
Veronica Prince, Inservco
Glenn Prince, JA Montgomery
James Kickham, PERMA
Michelle Leighton, Conner Strong & Buckelew
Robyn Walcoff, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
Diane Sparks, DHS Marketing Solutions

APPROVAL OF MINUTES: OPEN SESSION OF DECEMBER 6, 2012

MOTION TO APPROVE THE OPEN MINUTES OF DECEMBER 6, 2012

Moved:	Commissioner Ford
Second:	Commissioner Vanderslice
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Reorganization Resolutions (Pages 5-16): Listed below are the necessary reorganizational Resolutions for the Salem County Insurance Fund Commission.

Resolution 1-13 Certifying the Election of Chairperson and Vice Chairperson

MOTION TO APPOINT ROBERT VANDERSLICE AS CHAIRMAN

Moved: Commissioner Ford
Second: Commissioner Coleman

MOTION TO APPOINT EVERN FORD AS VICE CHAIRMAN

Moved: Commissioner Vanderslice
Second: Commissioner Coleman

Resolution 2-13 Appointing Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2013 – Executive Director said this resolution will appoint Robert Vanderslice as Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2013.

Resolution 3-13 Appointing a Commission Treasurer- Executive Director said this resolution will appoint Katie b. Coleman as Treasurer for the Salem County Insurance Fund Commission.

Resolution 4-13 Appointing a Commission Attorney – Executive Director said this resolution will appoint Michael M. Mulligan as attorney for the Salem County Insurance Fund Commission.

Resolution 5-13 Appointing a Commission Secretary – Executive Director said this resolution would appoint TaNeisha Harris as the Commission Secretary.

Resolution 6-13 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan for Fund Year 2013 – Executive Director said this resolution would appoint First Bank of Elmer as the designated depository for the commission and the 2013 Cash Management and Investment Policy..

Resolution 7-13 Designating Authorized Signatures for Commission Bank Accounts
Executive Director said the would appoint Robert Vanderslice, Evorn Ford and Katie Coleman as authorized signatures for the Commission bank accounts.

Resolution 8-13 Appointing Agent for Service of Process and Designating Custodian of Commission Records - Executive Director said this would appoint PERMA Risk Management Services as the Agent of Service of Process and Custodian of Records for Fund Year 2013.

Resolution 9-13 Designating Official Newspapers – Executive Director said this resolution will appoint the Elmer Times and the South Jersey News as the official newspapers for the Salem County Insurance Fund Commission

MOTION TO APPROVE RESOLUTIONS 1-13 THOURGH 9-13

Moved: Commissioner Ford
Second: Commissioner Vanderslice
Roll Call Vote: 3 Ayes, 0 Nays

2013 Property & Casualty Budget Introduction: Executive Director reported at the December 6, 2012 meeting of the Fund, the 2013 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 Clark’s office. The Public Hearing for the budget will be held at this meeting. A copy of the proposed 2013 budget was included on page 18 of the agenda.

Executive Director reviewed the budget and said the total proposed budget for 2013 stands at \$1,317,434. Executive directors said a few of the line items were adjusted in the budget. The claims adjustment was at \$31,000 and it was reduced to \$22,000. The actuary and auditor fees were the bid amounts and they were slightly raised to fund enough in those line items. The attorney budget was taken out. Overall the adjustments did not change the total budget.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2013 BUDGET

Moved: Commissioner Vanderslice
Second: Commissioner Ford

DISCUSSION:

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Ford
Second: Commissioner Vanderslice

MOTION TO ADOPT RESOLUTION 10-13 ADOPTING THE BUDGET FOR THE SALEM COUNTY INSURANCE FUND COMMISSION IN THE AMOUNT OF \$1,317,434. AS PRESENTED FOR THE COMMISSION YEAR 2013

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

2012 & 2013 PROPERTY & CASUALTY ASSESSMENTS - Executive Director reported in accordance with the Commission's By Laws, the assessment bills for 2012 for property and casualty were mailed to member entities. The Fund is finalizing set up of bank accounts and will process payment as soon as possible.

Assessments for 2013 will be due as follows: The first payment of 40% on February 15, 2013. The second assessment of 30% is due on June 15, 2013 and the third assessment of 30% is due on September 15, 2013.

Certificate of Insurance Issuance Report: Executive Director reported there were no certificates of insurance during this period. If there are any certificates that you need for 2013 please let us know. Mr. Hrubash reported that they have received requests for 2013 insurance certificates and they are being processed.

2012-2013 RFQ: Executive Director reported at the last meeting the Fund voted to table the selection of Fund Attorney. The Commission has decided to appoint County Council to be the Fund Attorney. Accordingly, the Fund should reject RFQ responses received for that position.

MOTION TO REJECT RFQ RESPONSES FOR FUND ATTORNEY

Moved: Commissioner Vanderslice
Second: Commissioner Ford
Vote: Unanimous

2013 Meeting Dates: Executive Director said the Fund has established meeting dates of the first Thursday of the month. As discussed when the Fund was formed, the likelihood was that meetings every other month would be sufficient to conduct Fund business and pay necessary claims and bills. With the Commissioners approval, we suggest establishing this schedule of meetings.

MOTION TO APPROVE 2013 MEETING SCHEDULE

Moved: Commissioner Vanderslice
Second: Commissioner Ford
Vote: Unanimous

Fund Websites: Executive Director reported the state has established a requirement for all Funds to have a stand alone website. An RFP has been published and we have one proposal from DHS Marketing Solutions. Executive Director said the project proposal was for \$2,500. Most of the Funds throughout the state are obtaining quotes and this fee does fall in line with the other quotes that have been received. Diane Sparks of DHS Marketing Solutions said that this fee is to get the website up and running. Every year there will be an annual fee, Next year the fee to maintain the sight would be lower and would cost approximately \$540.00.

Mr. Hrubash said the attorneys for each of the other county funds have looked at the website requirements and found they have to be a separate and autonomous sight with the ability to link to the county website, but not be part of the county website. Executive Director said it has to be a searchable website and we will need a domain name.

MOTION TO APPROVE PROPOSAL FOR FUND WEBSITE

Moved: Commissioner Vanderslice
Second: Commissioner Ford
Vote: Unanimous

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on November 28th and it was well attended with 31 attendees present. The Executive Safety Committee met on December 26, 2013. Emergency

Action Plans for all buildings were discussed as well as emailing Toolbox Talks to all department heads to get the safety message out. We are looking at continuous safety messages throughout all of the county buildings to remind all employees and to encourage a safe working environment at all times. We also discussed the online delivery of safety related information to all employees. Through Dave Strout we also had a court security meeting scheduled for January 23, 2013 at 1:30 pm to try to implement these emergency action plans as soon as possible. Our next safety meeting will be held on January 23, 2013 at 2:00pm.

Dave Strout said they did have an evacuation plan somewhat in place, but with the new building and the change of location of some workers, they are going to relook at the plan and also include a lockdown plan.

CLAIM COMMITTEE REPORT

Claims Manager Robyn Walcoff reported on December 17, 2013 the Claims Kickoff Meeting was held and it was very well attended by representatives from the County of Salem. Claims Manager reported she and Dave Strout will be working together to put together a Claims Committee Charter and getting the claims committee set up. We will hold monthly Claims Committee meetings in advance of the Commission meetings so we can present the claims to the Commission. Executive Director said that since the commission will be meeting every other month we can also have a conference call if need be to review the claims payments when necessary. Final payment requests will come to the Board for approval.

CEL SAFETY DIRECTOR REPORT

Safety Director reported we have scheduled the loss control surveys for 2013. Our goal is to identify hazards before they become a problem and make the appropriate corrections. On December 26th the Safety Director met with Amy Cooper to go over the OSHA 300 reporting. A packet has been prepared and will delivered to Amy Cooper after today's meeting.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	Unanimous

MEETING ADJOURNED: 9:26 AM

NEXT MEETING WILL BE THURSDAY, February 7, 2013 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary