

**SALEM COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
JUNE 6, 2013 – 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
JUNE 6, 2013 – 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: April 4, 2013 Open Minutes.....Appendix I
May 20, 2013 Open Minutes
 - CORRESPONDENCE - None

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

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

 - TREASURER
 - Resolution 15-13 Bills List.....Page 8

 - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control
 - Monthly ReportPage 9

 - OLD BUSINESS
 - NEW BUSINESS
 - PUBLIC COMMENT
-
- MEETING ADJOURNMENT
NEXT SCHEDULED MEETING: August 1, 2013

SALEM COUNTY INSURANCE FUND COMMISSION

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

Date: June 6, 2013
Memo to: Commissioners of the Salem County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

- Certificate of Insurance Issuance Report** – On page 3 is the monthly Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of March 29, 2013 to May 21, 2013. There were 3 certificates in total issued during this period.

Motion to Approve the Certificate Report

- 2013 Property & Casualty Assessments** – Second Assessments invoices for 2013 are due on July 15, 2013. The Fund office will send out a reminder. The third assessment of 30% is due on September 15, 2013. Assessment invoices will be sent at the appropriate time.
- 2013 Financial Disclosure Statements:** The Department of Community Affairs has implemented an online filing system for the Local Disclosure Forms. Commissioners will now need to submit a form for the Commission separately from the form you submit for your employer (County, Town or Authority). The Fund office distributed an e-mail to the Commissioners with instructions for the online procedure. The link for the website is: <http://www.nj.gov/dca/divisions/dlgs/resources/fds.html>. The deadline for filing the electronic form was **May 31, 2013. (Memo on Page 4)**

- NJ Excess Counties Insurance Fund (CELJIF)** - The CEL met on May 23, 2013. A summary report of their meeting will be distributed. The CEL Underwriting Manager provided proposals for the remarketing of the Meadowbrook portion of the commercial insurance including the excess general liability, auto liability, law enforcement liability, workers compensation. The Underwriting Manager secured an 18 month program.

The CEL approved going forward with the replacement program subject to finalizing the terms and conditions of the coverage. The additional cost for the 2013 budget is \$196,714 or 1.53%. The CEL Executive Director reported that the fund has enough cash to front the deposit premiums for the replacement program until the return premiums from the terminated program are available.

The Executive Director also noted that if the additional premium is collected from the member Commissions for the 2013 overage it will be on an allocated basis and not due until 2014.

- ❑ **2012 Audit** - The auditor is in the process of preparing the 2012 Fund Year Audit. When the audit is completed Mr. Jim Miles of Bowman & Company will be asked to attend the meeting to review his report with the Commissioners.

- ❑ **Financial Fast Track** – Included on **page 7** of the agenda is the first Financial Fast Track for the Salem County Insurance Fund Commission. This will be a monthly report that is a snapshot of the financial strength of the Insurance Commission. As of **March 31, 2013** the Commission has a statutory surplus of **\$83,375**. Line 7 of the report, “Investment in Joint Venture” is the Commission’s share of the equity in the CEL.

Salem County Insurance Commission Certificate of Insurance Monthly Report

From 3/29/2013 To 5/21/2013

Holder (H) / Insured Name (I) Coverage	Holder / Insured Address	Holder Code	Description of Operations	Issue Date
<u>SCIC</u> H- NJ Dept of Human Services I- Salem County	222 S. Warren /PO Box 700 Trenton, NJ 08625-0700 94 Market Street Salem, NJ 08079	792	Evidence of insurance. All operations usual to County Governmental Entity as respects to the 2013 Contract for Services. CLD	4/17/2013 GL EX AU WC
H- NJ State Dept. of Environmental Protection I- Salem County	Office of Local Environmental Protection Attn: Deborah Pinto, Chief PO Box 422 Trenton, NJ 08625-0422 94 Market Street Salem, NJ 08079	795	Evidence of insurance. All operations usual to County Governmental Entity as respects to the CEHA Grant. CLD	4/22/2013 GL EX AU WC
H- City of Salem I- Salem County	17 New Market Street Salem, NJ 08079 94 Market Street Salem, NJ 08079	799	All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to the 7 Steps to Freedom Event on June 1, 2013, 10:30 - 6:00 PM at the Martin Luther King Park, Market Street, Salem, NJ. Subject to the terms, conditions, limitations and exclusions of the policy. CLD	4/30/13 GL EX AU WC

Total # of Holders = 3

Memorandum

To: **Salem County Insurance Fund Commissioners**
Cc: **Commission Attorney & Commission Treasurer**
From: **Bradford C. Stokes, Executive Director**
Date: **5/17/13**
Re: **Local Financial Disclosure**

The Division of Local Government Services has now completed the new “online” procedure for filing Local Financial Disclosure Forms.

Below is the link that will take you directly to the page that has directions, frequently asked questions and the Local Disclosure Form.

<http://www.nj.gov/dca/divisions/dlgs/resources/fds.html>

Commissioners will need to submit a form for the Salem County Insurance Commission separately from the form you submit for your County, Town or Authority.

Cumberland County Insurance Commission is now listed in the drop down box titled “Enter the Local Government Served”.

The LGA Email to use in Section III Certification is kread@permainc.com

Once you complete the form and hit “submit”, you will receive a confirmation. You must print this confirmation, sign it and mail to:

Salem County Insurance Fund Commission
c/o PERMA
401 Route 73 North, Suite 300
PO Box 989
Marlton, NJ 08053
Attn: Karen Read

If you have any questions regarding this new procedure please contact Karen Read at 856-552-4712

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive – Suite 16
Parsippany, NJ 07054-4412
Telephone (201) 881-7632 Fax (201) 881-7633

Date: April 25, 2013
To: Executive Committee
Camden County Insurance Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

Department of Police Service-County of Camden (DPSCC): The Camden County Insurance Commission (CCIC) has reported that enforcement activities of the DPSCC commenced operations on April 8, 2013 and a separate program was purchased through the CCIC. The NJCE JIF is facilitating the purchase of excess coverage, crime and property; however, bears no self-insured risk. Executive Director said the fund will review the program and its operations next year to determine potential opportunities within the fund.

NJCE Actuary: The fund's contract with The Actuarial Advantage has expired and the Board authorized the fund office to issue a Request for Price Quotes to review in time for the June meeting. Additionally, the Board adopted Resolution 18-13 to authorize payment in equity to The Actuarial Advantage for actuarial services provided to the fund thus far.

Employee Dishonesty Coverage: Annually, the Underwriter's office places this coverage for the Executive Director, Treasurer and Claims Administrator for the PERMA JIFs, the NJCE and the Commissions. Optional quotes for higher limits were obtained for some of the Commissions, which are currently written with Selective Insurance Company. The Board accepted the recommendation of the Executive Director to increase the limit of liability to \$1,000,000 with a \$10,000 deductible effective 4/25/13.

Local Financial Disclosure Forms online filing: The Department of Community Affairs (DCA) has implemented an online filing system of Local Financial Disclosure forms. The Fund Attorney will review the DCA filing requirements to determine if NJCE Fund Commissioners will need to submit a separate form from the other filings they may do as County officials.

Regulatory filings & notices: The fund office has submitted the required filings to the State with respects to the 2013 Officers, Cash Management Plan and Risk Management Plan. In addition, the fund office has advertised the professional appointments made at the 2013 Reorganization meeting.

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

Financials: Executive Director reported that the Fund's current surplus is \$2.3 million.

Remarketing of the Excess Casualty: Underwriting Manager reported that the continued efforts to replace the Meadowbrook Casualty program, which is set to expire on 1/1/14, have narrowed down the potential

replacement carriers for both the excess liability (GL, AL and Law) and excess workers' compensation. The new program would maintain limits at the current program levels with the exception of Burlington County Insurance Commission. The limit differential for Burlington County Insurance Commission would be negotiated at a later date. Underwriting Manager recommended the Fund replace Meadowbrook no later than 7/1/13 (rather than 1/1/14) in an effort to secure an 18-month program as said costs currently being negotiated are extremely competitive and based on somewhat aged loss data. Underwriting Manager noted that if the replacement program is not in place by 7/1/13, it would require re-underwriting by carriers including the need for updated historical loss data and exposure data and may result in a higher program cost. The Board accepted the Executive Director's recommendation to meet on May 23, 2013 to review potential programs in order to place a new program on/about 7/1/13.

Risk Control: Safety Director's report included a report reflecting the risk control activities from February through April 2013.

Claims Administrator: Executive Director provided a summary report of claims to date.

Next Meeting: The next meetings of the NJCE fund are scheduled for May 23, 2013 at 1:00PM, which is a special meeting to review the excess casualty program and April 25, 2013, which is a regularly scheduled meeting. Both meetings will take place at 1:00PM at the Camden County Emergency Training Center.

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

AS OF MARCH 31, 2013

ALL YEARS COMBINED

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	329,358	329,358	272,235	601,593
2. CLAIM EXPENSES				
Paid Claims	7,675	32,610	-	32,610
Case Reserves	30,537	30,537	18,626	49,163
IBNR	61,703	61,703	40,474	102,177
Discounted Claim Value	(6,104)	(6,104)	(4,126)	(10,230)
Total Claims	93,811	118,746	54,974	173,720
3. EXPENSES				
Excess Premiums	180,890	180,890	147,426	328,316
Administrative	17,611	17,611	16,301	33,912
Total Expenses	198,501	198,501	163,727	362,228
4. UNDERWRITING PROFIT (1-2-3)	37,046	12,111	53,534	65,645
5. INVESTMENT INCOME	-	-	-	-
6. STATUTORY PROFIT (4+5)	37,046	12,111	53,534	65,645
7. Investment in Joint Venture	-	5,593	12,137	17,730
8. STATUTORY SURPLUS (6+7)	37,046	17,704	65,671	83,375

SURPLUS (DEFICITS) BY FUND YEAR

2012	6,005	(18,869)	65,671	46,802
2013	31,041	36,573	-	36,573
TOTAL	37,046	17,704	65,671	83,375

CLAIM ANALYSIS BY FUND YEAR

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
FUND YEAR 2012				
Paid Claims	2,032	26,800	-	26,800
Case Reserves	5,333	5,333	18,626	23,959
IBNR	(13,982)	(13,982)	40,474	26,492
Discounted Claim Value	612	612	(4,126)	(3,514)
Total Claims	(6,005)	18,763	54,974	73,737
FUND YEAR 2013				
Paid Claims	5,643	5,810	-	5,810
Case Reserves	25,205	25,205	-	25,205
IBNR	75,685	75,685	-	75,685
Discounted Claim Value	(6,717)	(6,717)	-	(6,717)
Total Claims	99,816	99,983	-	99,983
COMBINED TOTAL CLAIMS	93,811	118,746	54,974	173,720

This report is based upon information which has not been audited nor certified
by an actuary and as such may not truly represent the condition of the fund.

RESOLUTION NO. 15 -13

**SALEM COUNTY INSURANCE FUND COMMISSION
BILLS LIST – JUNE 2013**

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 2013

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000010			
000010	NEW JERSEY COUNTIES EXCESS JIF	CEL 2ND INSTALLMENT	289,424.45
			289,424.45
000011			
000011	INSERVCO INSURANCE SERVICE INC	CLAIMS ADMIN - 04/15-07/14/13	5,250.00
			5,250.00
000012			
000012	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 04/2013	0.46
000012	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 03/2013	0.46
000012	PERMA RISK MANAGEMENT SERVS	EXECUTIVE DIRECTOR FEE 2ND QTR 2013	8,366.25
000012	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 02/2013	7.97
			8,375.14
000013			
000013	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 2ND QTR 2013	1,875.00
			1,875.00
		TOTAL PAYMENTS FY 2013	304,924.59

TOTAL PAYMENTS ALL FUND YEARS \$ 304,924.59

Chairperson

Attest:

Vice Chairperson

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

Treasurer

Date

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

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: May 30, 2013

**April - June 2013
 RISK CONTROL ACTIVITIES**

JIF MEETINGS ATTENDED / TRAINING PRESENTED

- **April 4:** Attended the SCIC meeting in Salem.
- **April 4:** One session of Confined Space, Fall Protection and Electrical Safety was conducted for SCIC.
- **April 17:** Attended the SCIC Claims Committee meeting via conference call.
- **April 20:** One session of DDC 6 training was conducted for SCIC.
- **May 20:** Attended the SCIC Claims Committee meeting via conference call.
- **May 22:** Attended the SCIC Executive Safety and Safety Committee meetings in Salem.

UPCOMING JIF MEETINGS / TRAINING PLANNED

- **June 6:** Plan to attend the SCIC meeting in Salem.

TRAINING CALENDAR FOR April 2013

4/4/13	Salem - Emergency Services Center	Confined Space Awareness	8:30 – 9:30 am
4/4/13	Salem - Emergency Services Center	Fall Protection	9:45 – 11:45 am

4/4/13	Salem - Emergency Services Center	Electrical Safety	12:30 – 2:00 pm
4/20/13	Salem - Emergency Services Center	DDC – 6	8:30 – 3:00 pm (w/lunch brk)

CEL VIDEO LIBRARY

No videos were utilized by SCIC during 2012 and 2013.

APPENDIX I – MEETING MINUTES

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

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

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Evern Ford	Present
Katie Coleman	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
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Treasurer	Katie Coleman
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Attorney	Michael Mulligan
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CEL Underwriting Manager	Conner Strong & Buckelew
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Claims Service	Inservco Megan Callahan Veronica George
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	Conner Strong & Buckelew Robyn Walcoff
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Risk Management Consultant	Cettei & Connell Insurance David Strout Tom Narolewski
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Safety Director	JA Montgomery Risk Control Glenn Prince
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ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN SESSION OF FEBRUARY 7, 2013

MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 7, 2013

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

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

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

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

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

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

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

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

2013 Renewal Information and 2013 Remarketing Information – Executive Director reported the CEL Underwriting Manager advises his office has received most of the information that was

requested but some information is still outstanding. Please forward any outstanding information to Missy Williamson at mwilliamson@connerstrong.com. Executive Director thanked everyone for getting the information to us. Executive Director thanked everyone for their cooperation in sending the necessary information. There are just a few pieces remaining to complete the information needed. Glenn Prince will review in his report.

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

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

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

SAFETY COMMITTEE REPORT:

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

CLAIMS COMMITTEE REPORT

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

TREASURER:

REPORT: Executive Director reported the April Bills List was included in the agenda and recommended for approval. We are officially up and running now and as you will see we

are paying some fees from 2012 and 2013. This report will start to look familiar every month.

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

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

CEL SAFETY DIRECTOR REPORT

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

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

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

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

OLD BUSINESS: None

NEW BUSINESS: Tom Narolewski and the Commission had a discussion with regard to upcoming summer interns and coverage for those individuals. Mr. Narolewski said if they are a paid intern, it is not a problem they are covered by workers comp in the State of New Jersey. If they are not paid then they are considered a volunteer and volunteers are excluded from workers comp by the State of New Jersey. There is a fine line and we are concerned for the safety of those individuals. Executive Director said if they are approved volunteers by the County they should be covered but we will confirm and look into this with underwriting.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	Unanimous

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

Minutes prepared by: Karen A. Read, Assisting Secretary

SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – May 20, 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	Absent
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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CEL Underwriting Manager	Conner Strong & Buckelew
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Claims Service	Inservco Veronica George
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	Conner Strong & Buckelew Michelle Leighton Lauren Coleman
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Risk Management Consultant	Cettei & Connell Insurance David Strout
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Safety Director	JA Montgomery Risk Control Glenn Prince David McHale
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ALSO PRESENT:

Amy Cooper, Salem County
Cathy Dodd, Conner Strong & Buckelew

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Coleman
Second: Commissioner Ford
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Moved: Commissioner Coleman
Second: Commissioner Ford
Vote: Unanimous

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$94,336.32 FOR CLAIM # 3780000018

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Coleman
Second: Commissioner Ford
Vote: Unanimous

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

Minutes prepared by: Karen A. Read, Assisting Secretary