

**SALEM COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
JUNE 5, 2014 – 9 AM**

**COUNTY OLD COURTHOUSE  
104 MARKET STREET – 2<sup>ND</sup> 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 5, 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: April 3, 2014 Open Minutes.....Appendix I**
  
- CORRESPONDENCE – NONE**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**  
Executive Director's Report .....Page 1
  
  - COMMITTEE REPORTS**
    - Safety Committee Report..... Verbal
    - Claims Committee Report..... Verbal
  
  - TREASURER – Katie Coleman**  
Resolution No. 18-14 - June Bills List .....Page 9
  
  - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
Monthly Report.....Page 10
  
  - CLAIMS SERVICE – Inservco Insurance Services**
    - Liability Claim Payments 3/1/14 thru 4/30/14 .....Page 13
    - Resolution 19-14 Authorizing Disclosure of Claims Payment Register.....Page 15
  
  - CLAIMS SERVICE – Conner Strong & Buckelew**  
Report.. ..... Verbal
  
  - 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 MEETING: August 7, 2014, 11 AM**

**SALEM COUNTY INSURANCE FUND COMMISSION**

9 Campus Drive, Suite 16

Parsippany, NJ 07054

Date: June 5, 2014

Memo to: Commissioners of the Salem County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ❑ **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 26, 2014 to May 29, 2014. There were 7 certificates issued during this period.

**❑ Motion to Approve the Certificate Report**

- ❑ **2014 Property & Casualty Assessments** – A reminder that second assessment payment of 30% is due on July 15, 2014 and the third assessment of 30% is due on September 15, 2014. Assessment invoices will be sent at the appropriate time.
- ❑ **NJ Excess Counties Insurance Fund (CELJIF)** – The CEL met on April 24, 2014. A summary report of that meeting is included in the agenda on **pages 4 & 5**. At that meeting, during closed session, the Executive Director made a presentation on a potential new member, Ocean County. The Board of Commissioners adopted a Resolution to offer membership to Ocean County. We were recently notified that Ocean County did pass a resolution to join the CEL as June 1, 2014.
- ❑ **Financial Fast Track** – Included on **Pages 6 & 7** of the agenda are the Financial Fast Tracks for the Salem County Insurance Fund Commission for February and March. As of March 31<sup>st</sup>, the Fund has a deficit of \$316,385. Line 8 of the report, “Investment in Joint Venture” is the Commission’s share of the equity in the CEL.
- ❑ **NJ CEL Property and Casualty Financial Fast Track** - Included in the agenda on **Page 8** is the NJ CEL Financial Fast Track Report as of April 30, 2014. The CEL has a surplus of **\$4,114,421**.
- ❑ **Financial Disclosure Form** - The deadline to file the 2014 Financial Disclosure was extended to June 13, 2014. PERMA contacted the State of NJ to create accounts for each County Commission so we could develop the roster in order to obtain a PIN number for the Commissioners to file the statement.

However, we have been advised by Christopher J. Vaz, Assistant Division Director, Department of Community Affairs/Division of Local Government Services, that even though PERMA administers these NJ County Insurance Commissions, DCA does not consider them JIFS and that they should be part of the County’s roster.

We have discussed the filings with the CEL Commission Attorney and she agrees the Commissioners file as officials through the County and the filings are not necessary for the Commission.

- **2013 Audit** - The auditor is in the process of preparing the 2013 Fund Year Audit. Mr. Jim Miles of Bowman & Company will attend the next meeting to review his report with the Commissioners.

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

*Friday, May 30, 2014*

From 3/26/2014 To 5/29/2014

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<b>SCIC</b>					
H- Pennsville Board of Education I- Salem County	30 Church Street Pennsville, NJ 08070 94 Market Street Salem, NJ 08079	647	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 (SEE PAGE 2)	4/11/2014	GL EX AU WC
H- Salem Community College I- Salem County	460 Hollywood Avenue Carneys Point, NJ 08069 94 Market Street Salem, NJ 08079	866	Evidence of insurance. All operations usual to County Governmental Entity as respects to reserving space for December 2014 Aging & Disabled Shopping Extravaganza Event	3/31/2014	GL EX AU WC
H- Salem County Fair Association I- Salem County	735 Harding Highway Route 40 Woodstown, NJ 08098 94 Market Street Salem, NJ 08079	1124	Evidence of insurance. All operations usual to County Governmental Entity as respects to the 1st Annual Salem County Veteran's Picnic on 9/13/14 from 12:00 - 4:00 PM. (See page 2)	4/15/2014	GL EX AU WC
H- Salem County Fair Association I- Salem County	735 Harding Highway Route 40 Woodstown, NJ 08098 94 Market Street Salem, NJ 08079	1124	Evidence of insurance. All operations usual to County Governmental Entity as respects to the 1st Annual Salem County Veteran's Picnic on 9/13/14 from 12:00 - 4:00 PM. (See page 2)	4/15/2014	GL EX AU WC
H- U-Haul International I- Salem County	2727 N Central Ave. Phoenix, AZ 85004 94 Market Street Salem, NJ 08079	1130	Certificate holder is additional insured and loss payee 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. (See Paage 2)	4/23/2014	GL EX AU WC
H- U-Haul International I- Salem County	2727 N Central Ave. Phoenix, AZ 85004 94 Market Street Salem, NJ 08079	1130	Certificate holder is additional insured and loss payee 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.	4/23/2014	AU EX PHYS
H- The County of Cape May I- Salem County	4 Moore Road Cape May Court House, NJ 08210 94 Market Street Salem, NJ 08079	1132	Evidence of insurance. All operations usual to County Governmental Entity as respects to a Shared Service Agreement between Salem and Cape May County to accept inmates from one another on a temporary basis in order to eliminate or reduce periods of overcrowding that one facility may experience. (SEE PAGE 2)	4/30/2014	GL EX AU WC

*Total # of Holders = 7*

**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 24, 2014  
**To:** Executive Committee  
Camden County Insurance Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**2014 Amended Budget:** In accordance with the regulations, the amended budget adopted by the Fund at the May meeting was advertised in the Fund’s official newspapers, as well as, filed with the State.

**New Commission Membership Review – Ocean County:** The fund office completed reviewing Ocean County as a potential new member. A full report and presentation was reviewed during Closed Session as the material contained claims information. During Open Session, the Board of Fund Commissioners adopted Resolution 18-14 to offer membership to Ocean County. Executive Director said the fund office will present a proposal to Ocean County in the next few weeks and provide an update at the next meeting.

**NJCE Contracts:**

**Third Party Claims (TPA) Administrator:** The fund’s contract with CompServices will expire on 8/1/14. The NJCE had previously adopted the County of Camden’s Request for Proposals policy and RFP boilerplate. The Board of Fund Commissioners authorized the fund office to advertise an RFP for a TPA Claims Administrator in time to review responses and provide recommendations at the June 26, 2014 NJCE meeting.

**Actuary:** The fund’s contract with The Actuarial Advantage will expire on 6/30/14. The Board of Fund Commissioners authorized the fund office to issue a Request for Price Quotes in time to review responses and provide recommendations at the June 26, 2014 NJCE meeting.

**Local Financial Disclosure Forms:** The Department of Community Affairs will again be implementing an online filing of financial disclosure forms, but is revising its online filing procedure and will be announcing an extension of its filing deadline. A statement released from the Department of Community Affairs regarding the filing of the 2014 Financial Disclosure Form was included in the agenda for information. The fund office will contact the Board via email with any further action.

**Claims Status Summary:** CompServices Inc. prepared a summary report of any claims with large open reserves which were reviewed during Closed Session. The Board of Fund Commissioners adopted Resolution 17-14 authorizing the need for closed session.

**2014 Excess Property Program:** The Underwriting Manager distributed a memorandum on the changes to the 2014 Excess Property Program. Conner Strong & Buckelew included an additional carrier to further expand the Excess Property program, which provides \$150,000,000 x \$110,000,000 in limits. At 1/1/2014, coverage was bound with RSUI Indemnity providing a \$90,000,000 limit (60% of the program limit of \$150,000,000) and Scottsdale Insurance Company providing a \$60,000,000 limit (40%).

Effective 4/1/2014, Underwriters at Lloyds will be included in this layer, providing a \$45,000,000 limit (30% of the program limit of \$150,000,000), while RSUI Indemnity will provide a \$45,000,000 limit (30%) and Scottsdale Insurance Company will continue to provide a \$60,000,000 limit (40%). Adding an additional carrier will allow these insurance companies to be more comfortable when adding additional entities/TIV to the program. It was important that this change was made prior to wind season (beginning on June 1<sup>st</sup>), as the pricing, terms and conditions offered may have changed drastically had a storm occurred prior to binding coverage. Conner Strong & Buckelew successfully negotiated the introduction of the Underwriters at Lloyds in this layer, providing the same premium rate, terms and conditions as that which was originally bound for the 1/1/2014-15 renewal.

An updated 2014 Risk Management Plan will be provided at the next meeting to note the Excess Property changes.

**Risk Control:** Safety Director's report included a report reflecting the risk control activities from February 2014 – May 2014.

**NJCE Website:** The fund's website, [www.njce.org](http://www.njce.org), continues to be updated on an as-needed basis with fund information.

**Financials:** The Financial Fast Track as of January 31, 2014 reported the Fund's current surplus of \$3.9 million.

**Next Meeting:** The next meeting of the NJCE fund is scheduled for June 26, 2014 at 1:00PM at the Camden County Emergency Training Center.

SALEM COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF February 28, 2014					
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	117,095	234,189	1,628,692	1,862,881
2.	CLAIM EXPENSES				
	Paid Claims	29,250	74,585	440,783	515,367
	Case Reserves	24,414	51,012	362,700	413,712
	IBNR	(13,914)	59,054	201,035	260,089
	Discounted Claim Value	(788)	(6,742)	(40,089)	(46,831)
	<b>TOTAL CLAIMS</b>	<b>38,962</b>	<b>177,909</b>	<b>964,429</b>	<b>1,142,337</b>
3.	EXPENSES				
	Excess Premiums	65,866	131,732	910,007	1,041,739
	Administrative	6,475	12,408	87,939	100,347
	<b>TOTAL EXPENSES</b>	<b>72,341</b>	<b>144,141</b>	<b>997,946</b>	<b>1,142,086</b>
4.	UNDERWRITING PROFIT (1-2-3)	5,792	(87,860)	(333,682)	(421,543)
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	5,792	(87,860)	(333,682)	(421,543)
7.	CEL APPROPRIATION CANCELLATION	0	0	1,259	1,259
8.	INVESTMENT IN JOINT VENTURE	5,093	10,416	89,119	99,535
9.	<b>SURPLUS (6 + 7 + 8)</b>	<b>10,885</b>	<b>(77,444)</b>	<b>(243,304)</b>	<b>(320,748)</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	2012	(319)	(6,344)	(15,715)	(22,059)
	2013	(1,962)	(97,879)	(227,589)	(325,468)
	2014	13,167	26,779		26,779
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>10,885</b>	<b>(77,444)</b>	<b>(243,304)</b>	<b>(320,748)</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2012</b>					
	Paid Claims	3,776	21,103	102,574	123,677
	Case Reserves	(3,776)	(13,053)	24,284	11,231
	IBNR	0	(2,900)	10,643	7,743
	Discounted Claim Value	248	1,076	(2,333)	(1,257)
	<b>TOTAL FY 2012 CLAIMS</b>	<b>248</b>	<b>6,226</b>	<b>135,168</b>	<b>141,394</b>
<b>FUND YEAR 2013</b>					
	Paid Claims	24,295	52,049	338,209	390,258
	Case Reserves	(2,064)	30,061	338,416	368,476
	IBNR	(22,231)	17,891	190,392	208,283
	Discounted Claim Value	1,619	(2,447)	(37,756)	(40,202)
	<b>TOTAL FY 2013 CLAIMS</b>	<b>1,619</b>	<b>97,554</b>	<b>829,261</b>	<b>926,815</b>
<b>FUND YEAR 2014</b>					
	Paid Claims	1,178	1,433		1,433
	Case Reserves	30,255	34,004		34,004
	IBNR	8,317	44,063		44,063
	Discounted Claim Value	(2,656)	(5,371)		(5,371)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>37,094</b>	<b>74,129</b>	<b>0</b>	<b>74,129</b>
<b>COMBINED TOTAL CLAIMS</b>		<b>38,962</b>	<b>177,909</b>	<b>964,429</b>	<b>1,142,337</b>

SALEM COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF March 31, 2014					
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	114,280	348,469	1,628,692	1,977,161
2.	CLAIM EXPENSES				
	Paid Claims	44,944	119,529	440,783	560,311
	Case Reserves	(18,270)	32,742	362,700	395,442
	IBNR	15,225	74,279	201,035	275,314
	Discounted Claim Value	861	(5,881)	(40,089)	(45,970)
	<b>TOTAL CLAIMS</b>	<b>42,760</b>	<b>220,669</b>	<b>964,429</b>	<b>1,185,097</b>
3.	EXPENSES				
	Excess Premiums	63,051	194,784	910,007	1,104,790
	Administrative	5,899	18,307	87,939	106,246
	<b>TOTAL EXPENSES</b>	<b>68,950</b>	<b>213,090</b>	<b>997,946</b>	<b>1,211,036</b>
4.	UNDERWRITING PROFIT (1-2-3)	2,570	(85,290)	(333,682)	(418,973)
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	2,570	(85,290)	(333,682)	(418,973)
7.	CEL APPROPRIATION CANCELLATION	0	0	1,259	1,259
8.	INVESTMENT IN JOINT VENTURE	1,794	12,210	89,119	101,329
9.	<b>SURPLUS (6 + 7 + 8)</b>	<b>4,364</b>	<b>(73,080)</b>	<b>(243,304)</b>	<b>(316,385)</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	2012	(5)	(6,349)	(15,715)	(22,064)
	2013	(1,346)	(99,225)	(227,589)	(326,814)
	2014	5,714	32,493		32,493
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>4,364</b>	<b>(73,080)</b>	<b>(243,304)</b>	<b>(316,385)</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2012</b>					
	Paid Claims	1,373	22,476	102,574	125,049
	Case Reserves	(1,350)	(14,402)	24,284	9,882
	IBNR	(123)	(3,023)	10,643	7,620
	Discounted Claim Value	110	1,185	(2,333)	(1,148)
	<b>TOTAL FY 2012 CLAIMS</b>	<b>10</b>	<b>6,236</b>	<b>135,168</b>	<b>141,403</b>
<b>FUND YEAR 2013</b>					
	Paid Claims	33,729	85,778	338,209	423,986
	Case Reserves	(34,817)	(4,756)	338,416	333,660
	IBNR	(612)	17,279	190,392	207,671
	Discounted Claim Value	3,064	617	(37,756)	(37,139)
	<b>TOTAL FY 2013 CLAIMS</b>	<b>1,364</b>	<b>98,918</b>	<b>829,261</b>	<b>928,178</b>
<b>FUND YEAR 2014</b>					
	Paid Claims	9,843	11,275		11,275
	Case Reserves	17,897	51,901		51,901
	IBNR	15,960	60,023		60,023
	Discounted Claim Value	(2,313)	(7,684)		(7,684)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>41,387</b>	<b>115,515</b>	<b>0</b>	<b>115,515</b>
<b>COMBINED TOTAL CLAIMS</b>		<b>42,760</b>	<b>220,669</b>	<b>964,429</b>	<b>1,185,097</b>

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
AS OF		April 30, 2014			
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1.	UNDERWRITING INCOME	1,475,739	5,902,957	36,221,905	42,124,862
2.	CLAIM EXPENSES				
	Paid Claims	10,923	36,155	236,073	272,228
	Case Reserves	(10,924)	110,963	759,995	870,958
	IBNR	261,308	1,111,190	5,913,932	7,025,122
	Discounted Claim Value	(73,416)	(210,401)	(1,115,267)	(1,325,668)
	<b>TOTAL CLAIMS</b>	<b>187,891</b>	<b>1,047,907</b>	<b>5,794,733</b>	<b>6,842,640</b>
3.	EXPENSES				
	Excess Premiums	1,048,296	4,193,184	23,442,850	27,636,034
	Administrative	88,621	339,850	2,715,194	3,055,044
	<b>TOTAL EXPENSES</b>	<b>1,136,917</b>	<b>4,533,035</b>	<b>26,158,044</b>	<b>30,691,079</b>
4.	UNDERWRITING PROFIT (1-2-3)	150,931	322,016	4,269,128	4,591,144
5.	INVESTMENT INCOME	2,019	6,026	124,802	130,828
6.	STATUTORY PROFIT (4+5)	152,950	328,042	4,393,930	4,721,971
7.	Cancelled Appropriations	0	0	607,551	607,551
8.	STATUTORY SURPLUS (6-7)	152,950	328,042	3,786,379	4,114,420
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	2010	(43)	(89,811)	741,645	651,834
	2011	(870)	(4,074)	968,813	964,739
	2012	4,208	(4,133)	715,685	711,553
	2013	5,967	(4,734)	1,360,235	1,355,501
	2014	143,689	430,794		430,794
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>152,950</b>	<b>328,042</b>	<b>3,786,379</b>	<b>4,114,421</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2010</b>					
	Paid Claims	97	16,099	0	16,099
	Case Reserves	(98)	238,899	6	238,905
	IBNR	0	(144,998)	599,994	454,996
	Discounted Claim Value	321	(19,249)	(76,200)	(95,449)
	<b>TOTAL FY 2010 CLAIMS</b>	<b>320</b>	<b>90,751</b>	<b>523,800</b>	<b>614,551</b>
<b>FUND YEAR 2011</b>					
	Paid Claims	1,692	4,344	139,753	144,097
	Case Reserves	(1,692)	(108,592)	110,263	1,671
	IBNR	(1,692)	102,556	1,099,984	1,202,540
	Discounted Claim Value	3,003	7,258	(190,876)	(183,618)
	<b>TOTAL FY 2011 CLAIMS</b>	<b>1,311</b>	<b>5,566</b>	<b>1,159,124</b>	<b>1,164,690</b>
<b>FUND YEAR 2012</b>					
	Paid Claims	9,134	15,712	96,320	112,032
	Case Reserves	(9,135)	(19,360)	649,704	630,344
	IBNR	(9,999)	(6,352)	1,803,976	1,797,624
	Discounted Claim Value	6,407	16,218	(390,771)	(374,553)
	<b>TOTAL FY 2012 CLAIMS</b>	<b>(3,593)</b>	<b>6,218</b>	<b>2,159,229</b>	<b>2,165,447</b>
<b>FUND YEAR 2013</b>					
	Paid Claims	0	0	0	0
	Case Reserves	(1)	6	22	28
	IBNR	(9,999)	(10,006)	2,409,978	2,399,972
	Discounted Claim Value	4,360	15,820	(457,420)	(441,600)
	<b>TOTAL FY 2013 CLAIMS</b>	<b>(5,640)</b>	<b>5,820</b>	<b>1,952,580</b>	<b>1,958,400</b>
<b>FUND YEAR 2014</b>					
	Paid Claims	0	0		0
	Case Reserves	2	10		10
	IBNR	282,998	1,169,990		1,169,990
	Discounted Claim Value	(87,507)	(230,448)		(230,448)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>195,493</b>	<b>939,552</b>	<b>0</b>	<b>939,552</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>187,891</b>	<b>1,047,907</b>	<b>5,794,733</b>	<b>6,842,640</b>

**RESOLUTION NO. 18 -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 2014**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>000104</b>			
000104	NEW JERSEY COUNTIES EXCESS JIF	CEL 2ND 2014 ASSESSMENT	304,896.66
			<b>304,896.66</b>
<b>000105</b>			
000105	INSERVCO INSURANCE SERVICE INC	CLAIMS ADMIN - 2ND QTR 2014	5,374.98
			<b>5,374.98</b>
<b>000106</b>			
000106	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 04/2014	1.61
000106	PERMA RISK MANAGEMENT SERVS	EXECUTIVE DIRECTOR FEE 2ND QTR 2014	8,533.50
000106	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 01/2014	10.27
			<b>8,545.38</b>
<b>000107</b>			
000107	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 2ND QTR 2014	1,875.00
			<b>1,875.00</b>
		TOTAL PAYMENTS FY 2014	320,692.02

**TOTAL PAYMENTS ALL FUND YEARS \$ 320,692.02**

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**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:** May 29, 2014

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**April – June 2014  
RISK CONTROL ACTIVITIES**

**JIF MEETINGS ATTENDED / TRAINING PRESENTED**

- **April 3:** Attended the SCIC meeting in Salem.
- **April 15:** Attended the SCIC Claims Committee meeting via conference call.
- **April 21:** Conducted a loss control visit of the Board of Elections.
- **May 16:** Attended a meeting with the HR Director/Training Coordinator.
- **May 20:** Attended the SCIC Claims Committee meeting via conference call.

**UPCOMING JIF MEETINGS / TRAINING PLANNED**

- **June 5:** Plan to attend the SCIC meeting in Salem.
- **June 17:** Plan to attend the SCIC Claims Committee meeting.

**CEL VIDEO LIBRARY**

No videos were utilized by SCIC during 2012, 2013 and 2014.

From: Glenn Prince, Risk Control Consultant  
To: Ms. Stacy Pennington  
Date: May 20, 2014  
Subject: Salem Attention & Distraction Driver Training  
Salem County Insurance Fund Commission

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Ms. Stacy Pennington,

Safety National, the excess workers' compensation carrier for the Salem County Insurance Fund Commission, has made available to members of the New Jersey Counties Excess Joint Insurance Fund their new Attention & Distraction online driver training course.

**Features:**

- Designed for drivers of all agencies; including CDL and non-CDL drivers, drivers of emergency vehicles, and drivers of personal vehicles while on municipal business
- Course can be accessed from anywhere there is internet access and can be taken individually or as a group. Great for tool box meetings or drill nights
- The course is only 20 – 30 minutes and provides targeted and immediate feedback on the potential consequences of becoming distracted while driving
- Professionally designed with interactive graphics that will engage the adult learner

**The Course:**

**Attention and Distraction** – Covers the negative effects of looking away from the road for more than two seconds. Drivers will practice strategies for eliminating controllable distractions and making necessary adjustments for distractions that they cannot control.



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.

## SALEM COUNTY INSURANCE FUND COMMISSION

Allocations	270
Class ID	

Instructions for accessing website are listed below.

1. Click on this link to access the Safety National Attention & Distraction course:

<http://serve.evoc101web.com>

2. Enter Your Specific Class ID

3. Create and Enter Your Student Number (Please do not use Social Security Numbers or personal information.) Recommended is use of an employee number, zip code, station number, or radio designation 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 County's representative for this project.

7. Complete the program. You must score a minimum of 80% to pass.

- Use a sign-in sheet to track attendance if completing the course as a group
- Complete either individually or as a group
- When the program has been successfully completed, a link will appear that says "View Certificate". When clicked, a Window will open with the certificate for printing.

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  
856- 552-4744 office

c: 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**  
**03/01/2014 Thru 03/31/2014**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
<b>Coverage: Auto Liability</b>										
C	2006	3780000096 001	VILLEGAS, PAUL	12/08/2013	12/08/2013	PAUL VILLEGAS	03/14/2014	Full Final Payment of All Claims	2,518.92	2,518.92
<b>Total for Coverage: Auto Liability</b>								<b>Number of entries: 1</b>	<b>2,518.92</b>	<b>2,518.92</b>
<b>Total for SCIFC - 378</b>								<b>Number of entries: 1</b>	<b>2,518.92</b>	<b>2,518.92</b>

**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**04/01/2014 Thru 04/30/2014**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
<b>Coverage: General Liability</b>										
C	2009	3780000130 001	MCCARTHY, EDWARD			EDWARD MCCARTHY	4/30/2014		146.37	146.37
<b>Total for Coverage: General Liability</b>								<b>Number of entries: 1</b>	<b>146.37</b>	<b>146.37</b>
<b>Total for SCIFC - 378</b>								<b>Number of entries: 1</b>	<b>146.37</b>	<b>146.37</b>

**RESOLUTION NO. 19-14**

**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 3/1/14 to 4/30/14, 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 June 4, 2014.

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**CHAIRMAN**

**ATTEST:**

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**VICE - CHAIRMAN**

***APPENDIX I – MEETING MINUTES***

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – APRIL 3, 2014  
104 MARKET STREET  
SALEM, NJ 9:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Robert Vanderslice	Absent
Katie Coleman	Present
Kevin Crouch	Present

**FUND PROFESSIONALS PRESENT:**

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

Jessica Foote, Salem County  
Thomas Narolweski, Cetei & Connell  
Susan Irvine, Inservco  
Veronica George, Inservco  
Glenn Prince, JA Montgomery  
Robyn Walcoff, Conner Strong & Buckelew  
Michael Mulligan, Salem County

**APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF FEBRUARY 6, 2014**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF  
FEBRUARY 6, 2014**

Moved:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

**CORRESPONDENCE: None**

**EXECUTIVE DIRECTOR REPORT:**

**RFQ for Commission Defense Panel:** Executive Director said the Fund Office issued a Request for Qualifications and price quote for the position of Fund Defense Attorney for Workers Compensation cases. The responses were due on March 14, 2014. A report was sent to the Fund Commissioners which is included on page 3 of the agenda. Five responses were received; of the five, three submitted hourly rates at the Fund’s set rate of \$125.00 per hour. While everyone else that submitted a response was on the same par as far as experience, the fee is what really separated the three for recommendation.

The recommendation is to appoint those three as approved attorneys. The three firms recommended are Kent McBride, LLC; The Law Offices of Thomas Wagner; and Capehart-Scatchard. Resolution 15-14 was included on page 4 of the agenda.

**MOTION TO APPROVED RESOLUTION 15-14 APPOINTING KENT-MCBRIDE, LLC; THE LAW OFFICES OF THOMAS WAGNER AND CAPEHART-SCATCHARD AS FUND DEFENSE ATTORNEY FOR WORKERS COMPENSATION CASES.**

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

In response to Veronica George of Inservco, Risk Manager Tom Narolweski said Sheriff Miller requested any claims from the Sheriff's Department or prison to be earmarked for Kent McBride, LLC and he feels comfortable with them because of their experience in that arena. Thereafter, all other claims would be divided equally.

**Appointing Vice-Chairman** – Executive Director said the Fund currently has a vacancy for the position of Vice-Chairman.

**MOTION TO APOINT KEVIN CROUCH AS VICE CHAIRMAN OF THE SALEM COUNTY INSURANCE FUND COMMISSION**

Moved: Commissioner Coleman  
Second: Commissioner Crouch  
Vote: Unanimous

**Certificate of Insurance Issuance Report:** Executive Director reported the Certificate of Insurance Issuance Report was included in the agenda from the CEL listing those certificates issued for the period of January 25, 2014 to March 25, 2014. There were 3 certificates of insurance issued during this period

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

Moved: Commissioner Crouch  
Second: Commissioner Coleman  
Vote: Unanimous

**2014 PROPERTY & CASUALTY ASSESSMENTS** - Executive Director reported First Assessment invoices for 2014 have been mailed out and are due: The second assessment of 30% is due on July 15, 2014 and the third assessment of 30% is due on September 15, 2014. Assessment invoices will be sent at the appropriate time. Executive Director said the Fund has switched banks and we are now with Fulton Bank.

**NJ Excess Counties Insurance fund (CELJIF) (Pages 19-20)** – Executive Director said the CEL held their Re-Organization Meeting on February 27, 2014. A summary of their meeting was included in the agenda on pages 6-8.

The CEL Executive Director advised that the County of Hudson and Mercer County Insurance Fund Commission joined the CEL as of January 1, 2014 bringing the total membership to eight (8). They also met on March 27, 2014 to hold a public hearing and approve an amended budget that included the new members.

**Financial Fast Track** – Executive Director said on Page 9 & 10 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for December and January. As of January 31, 2014 the Commission has a deficit of \$331,633. Executive Director said unfortunately this is not good news. We continue to trend poorly primarily in the jail and it is a matter of eight or nine cases that have brought us down. We soured \$95,000 just in a months time from the last report and it is attributed to the handful of claims that have really gone south on us. We have asked the Claims Manager, Inservco and the claims personnel at PERMA to really take a hard look at these claims to see what trends we are finding and we see that it is all in the jail. Executive Director said it is not a whole lot of slips and falls or those types of claims, but more with inmate interactions. Although 2014 is trending well, if this does continue we may need some type of special assessment to keep things afloat. We will keep everyone informed as we find more information on these claims.

Risk Manager said we have been working with Safety Director and Risk Management to try and tighten that area and strengthen our position there.

Executive Director said we had a similar situation with the Camden County Insurance Commission when they first formed and in a couple of years everything evened out. Commissioner Crouch asked if the deficit for Camden was higher or lower than what Salem is currently experiencing. Executive Director said the number for Camden may have been a little larger than what Salem is experiencing now because of their size.

**Risk Management Plan** – Executive Director said the Risk Management Plan was sent to all members last week as an addendum to the report. This is simply a revised version from last year plan. The changes made were reflected on the property side that we discussed earlier this year. This was all fully negotiated with our underwriting team.

**MOTION TO APPROVE THE 2014 RISK MANAGEMENT PLAN**

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

**SAFETY COMMITTEE REPORT**

Glenn Prince reported the Safety Committee met on March 20<sup>th</sup> for the quarterly Safety Committee Meeting to discuss a variety of issues that are effecting Salem County at this time, such as Emergency Action Plans and scheduling training session.

The Committee is now being chaired by Robert DiGregorio who is a retired Chief from Carney's Point. We have provided him several resources and recommendations that we are working on at this time, which do include a variety of training not just in your normal arenas but we are aggressively working with the corrections department, jail and sheriff's department to try to reduce the claims we have all been talking about for several months now.

## **CLAIM COMMITTEE REPORT**

Claims Manager Robyn Walcoff reported there was no Claims Committee Meeting this month since there were not PARs to review which is a good thing in light of the discuss we are having with the Executive Director regarding the claims. We have been working with the Inservco and PERMA to take a look at the top 15 claims and to find out where the numbers are coming from and also we will be working with the Safety Committee to see what kind of impact we can have to try and prevent similar type things from happening in the future.

In the month of March we had a trial start from a pre-commission claim. We worked closely with Cettei & Connell, the Freeholders and Katie Coleman during the course of the trial to keep them updated and to go through settlement authority. The claim was settled at a very reasonable amount and not the number the plaintiff's counsel thought they would get over a year ago when we first tried to settle this case.

## **TREASURER**

**REPORT:** Executive Director reported we are in the process of switching bank accounts but the new checks are not ready yet. We sent two bills to the Treasurer's office. The Treasurer suggested that maybe we could authorize payment of those and once we do get the checks then we can issue the checks. The bills are for payment to the County Excess JIF due April 1, 2014.

### **MOTION TO APPROVE RESOLUTION 17-14 PAYMENT BILLS TO NEW JERSEY CEL IN THE AMOUNT OF \$472,977.60**

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

## **CEL SAFETY DIRECTOR REPORT**

Safety Director reported in addition to the Safety Director's Report on page 11 of the agenda packet he discussed the current initiative with the jail. Safety Director said he met with the Warden and Risk Manager on March 12<sup>th</sup> and took a tour of the facility to try and determine what types of conditions the employees are working under and what we can do to improve conditions at that location and recommendations from as safety stand point. Safety Director said the facility is very well run and very professional staff. It is our impression that the variety of claims we are seeing is inmate interaction. We are going to try and figure out what we can do and make some recommendations in terms of claims reduction. We will continue to aggressively monitor that situation.

## **CLAIMS SERVICE**

Executive Director said the monthly report appears on page 12 of the agenda that is the liability claims payment that we release and authorize for submission and approval of 3 claims payments totaling \$1,169.21. Resolution 16-14 Authorizing the Disclosure of Claim Check Register.

### **MOTION TO APPROVE RESOLUTION 16-14 AUTHORIZING DISCLOUSE OF CLAIM CHECK REGISTER**

Moved:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

Claims Manager Robyn Walcoff reported on March 27<sup>th</sup> we held a Lunch and Learn Seminar open to all member of the CEL. This was and EPL Risk Manager Lunch & Learn. Representatives from AIG along with attorneys from Jackson Lewis who are EPL counsel on AIG's panel. It was a great session that brought to attention a lot of the tools that are available to you as an insured. Including EPL Pac where you can find a lot of materials online for your HR Department and managers. We also learned at the seminar that each Commission has one hour of availability from Jackson Lewis where you can phone in generic employment questions which is another great resource. Ms. Walcoff said she would forward the power point from the training session.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

### **MOTION TO ADJOURN:**

Motion:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

**MEETING ADJOURNED: 9:35 AM**

**NEXT MEETING WILL BE THURSDAY, June 5, 2014 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary