

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – JUNE 2, 2016
104 MARKET STREET
SALEM, NJ 9:00 AM**

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

ROLL CALL OF COMMISSIONERS:

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| Robert Vanderslice | Present |
| Jessica Bishop | Present |
| Katie Coleman | Present (<i>arrived 9:08 am</i>) |

FUND PROFESSIONALS PRESENT:

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

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

APPROVAL OF MINUTES: OPEN SESSION OF APRIL 7, 2016

MOTION TO APPROVE THE OPEN MINUTES OF APRIL 7, 2016

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| Moved: | Commissioner Bishop |
| Second: | Commissioner Vanderslice |
| Vote: | Unanimous |

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

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 March 17, 2016 to May 25, 2016. There were 4 certificates of insurance issued during this period

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Bishop
Second: Commissioner Vanderslice
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CEL met on April 26, 2016. The Board reappointed Bowman & Company, LLP as the auditor to conduct the 2015 audit. Also the Board reappointed the firm of Citta, Holzapfel & Zabarsky for Litigation Management Services. Commission Attorney also discussed a specific amendment to the by-laws during closed session to allow for Community College membership. A summary report of the meeting is included in the agenda on pages 4 & 5.

NJ Excess Counties Insurance Fund (CELJIF) Proposed Bylaw Amendment (Pages 6-12) - The CELJIF also held a public meeting on May 5, 2016 to review a proposed bylaw amendment which would allow a Joint Insurance Fund whose members are solely County autonomous agencies to become a member of the CELJIF. The Executive Committee of the CELJIF Board adopted the amendment.

The CELJIF is asking each member County to place this matter on their next Freeholder Meeting Agenda for review and action. For your reference, attached on pages 11-12 is a sample resolution approving the amendment to the by-laws. Once action is taken by the governing body the CELJIF should be notified in writing of the decision. Commissioner Bishop said this has not been put on the County docket as of yet, but County counsel is reviewing. In response to Attorney Mulligan, Executive Director said the County joined the CEL and signed an Indemnity & Trust Agreement and then the Freeholders formed the Commission.

Financial Fast Track – Included on Page 13 & 14 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for February and March. As of March 31, 2016 the Commission has a deficit of \$669,345. Executive Director said as it has been discussed many months here 2012, 2013 and 2014 were just crushers as far as losses were concerned - 2015 trended not so bad, and so far 2016 is going very well. Hopefully we can string along a couple of good years to offset the bad years.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 15 was the NJ CEL Financial Fast Track Report as of March 31, 2016. The CEL has a surplus of \$6,016,257.

Claims Tracking Report (Page 8) - The claims tracking report was on page 16 of the agenda. The Claims Activity Report tracks open claims; the Executive Director reviewed the report and said we had four more open claims for the time period of March and April with 2 general liability and 2 workers' comp claims were reported in that time frame..

2017 Renewals - As was done last year, the fund office will start the data collection process for the 2017 renewal in order to provide the relevant information to the underwriters. The fund office will work with the Commission Members and Risk Manager to collect the data. Executive Director said last year Salem was the first one to complete their renewal information and hopefully that trend will continue this year.

2015 Audit Report - Executive Director said the auditor Bowman & Company will be at the next meeting to review the 2015 Audit Report.

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on January 29, 2016 we are waiting for a new date for the 2nd Quarter. The potential date is June 30th but we are waiting on confirmation.

CLAIM COMMITTEE REPORT

Claims Manager Danielle Batchelor reported the Claims Committee met last month on March 15 to and we have not had any Payment Authority Request to discuss so we will not have anything for closed session today.

TREASURER

REPORT: Executive Director reported there are four bills to pay included in Resolution 15-16 in the amount of \$13,407.96.

MOTION TO APPROVE RESOLUTION 15-16 PAYMENT OF BILLS AS AMENDED IN THE AMOUNT OF \$13,407.96.

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| Moved: | Commissioner Bishop |
| Second: | Commissioner Vanderslice |
| Vote: | 2 Ayes, 0 Nays |

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince discussed a grant opportunity from Safety National first prize is \$10,000, second prize is \$5,000 and third prize is \$2,500. This is based and focused on some type of safety initiative that would reduce your workers' compensation costs. We will discuss this further with the Risk Manager to review some of the items that could be considered for the grant. If anyone has any suggestions please feel free to contact the Safety Director's office.

CLAIMS SERVICE:

Thea Isabella from First MCO reviewed the MCO Report that was included in the agenda.

OLD BUSINESS: None

NEW BUSINESS: Keith Platt of Inservco introduced Amy Zeiders – Liability Claims Manager for Inservco and she will attend our meetings in the future.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

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| Motion: | Commissioner Coleman |
| Second: | Commissioner Bishop |
| Vote: | Unanimous |

MEETING ADJOURNED: 9:13 AM

NEXT MEETING WILL BE THURSDAY, August 4, 2016 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary