

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – November 8, 2012
94 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
Douglas Wright	Present
Evern Ford	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
Debbie Stout, Inservco Ins.
Veronica George, Inservco Ins.
Steve Daveggia, Inservco Ins
Glenn Prince, JA Montgomery
Michelle Leighton, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF OCTOBER 11, 2012

MOTION TO APPROVE THE OPEN MINUTES OF OCTOBER 11, 2012

Moved:	Commissioner Wright
Second:	Commissioner Ford
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

2012 Property & Casualty Budget Adoption: Executive Director reported at the October 11th meeting of the Fund the 2012 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 2012 budget appears on page 2.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2012 BUDGET

Moved: Commissioner Ford
Second: Commissioner Wright
Vote: Unanimous

DISCUSSION:

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Ford
Second: Commissioner Wright
Vote: Unanimous

MOTION TO ADOPT RESOLUTION 16-12 ADOPTING THE BUDGET FOR THE SALEM COUNTY INSURANCE FUND COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2012

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

2013 Property and Casualty Budget: Executive Director reported a developing budget for the Salem County Insurance Fund Commission requires the CEL to have a budget to introduce. The CEL premium cost represents around 39% of the Commission budget. The CEL has delayed its budget introduction to allow more time to finalize negotiations with excess insurers and will now introduce its budget on November 9th via a special meeting. There may be a 4% increase on the property side possibly for CEL members next year. We will have more information once the Budget for the CEL has been introduced and we will distribute that information at the next meeting. The Salem County Insurance Commission 2013 Budget will be introduced at the December meeting.

2012 RFQ Criteria Fair & Open Process: Executive Director reported that last month we authorized RFQ's for Fund Auditor and Actuary. Those contracts will be awarded at the next meeting. Executive Director said at this time we would like to ask the Commission to entertain a motion for resolution to advertise for defense attorneys. This is not an immediate need but we should get a few attorneys on board by January, 2013. Claims Manager said ancillary coverage has very specific panels of attorneys. If there is any attorney that are utilized for employment matters

please let us know who they are so we can seek prior approval because with the absence of them on the panel we could have some difficulty with the ancillary coverages.

MOTION TO ADVERTISE FOR DEFENSE ATTORNEYS

Moved: Commissioner Wright
Second: Commissioner Ford
Vote: Unanimous

Certificate of Insurance Issuance Report: Executive Director reported there were no certificates of insurance during this period.

Establishing Committees: Executive Director said we Advisory Committees are permitted to be appointed per the Rules and Regulations adopted by the Fund. The two most important would be claims and safety. Executive Director said Michelle Leighton will explain how the claims committee will work. Ms. Leighton reported that the Claims Committee would meet once a month. The committee would provide the third party administrator with a certain dollar threshold for payment authority. The Committee would review any payment authority requests that would meet or exceed that amount and subsequent to that we would have the TPA meet with the commissioners to approve any payment authority requests. Ms. Leighton asked the Commission for recommendations as to who would be part of the membership of the Claims Committee for the Salem Commission. Once a committee has been established we will follow up with a kick off meeting including the third party administrator to review claim reporting.

Executive Director said the other committee we discussed which we know Salem County has had up and running for years is the Safety Committee which will be formally adopted. Glenn Prince of JA Montgomery reported on the Safety Committee. Mr. Prince there was a meeting on October 23, 2012 with Dave Stout, Jeff Pomper and BJ. Ayers and the topic conversation was resurrecting and improving the safety committee. We talked about training, accident investigation and accident review. Our next meeting is scheduled for November 28, 2012 and we are excited about getting the committee up and running. David Stout said it was a very productive meeting they were very happy to review the resources we would be bringing. We are all looking forward to working with the Safety Committee and share the added resources that will be available.

CEL SAFETY DIRECTOR REPORT

Safety Director reported that today's report will be verbal in the future you will receive a written report that will be included in the agenda packet and forwarded for distribution prior to the meeting so you can review all risk control activities. Mr. Prince said with the safety committee we just discussed he forwarded copies of the proposed agenda for the meetings to BJ Ayers and Jeff Pomper to review and asked for their input on what issues they wanted to address. They were also provided with samples of the Emergency Action Plans consistent with the standards established by the Code of Federal Regulations for evacuation plans. We will be working on the evacuation plan aggressively to get it up and running very soon.

OLD BUSINESS:

Claims Manager Michelle Leighton said if there is any damage the county sustained in light of hurricane sandy can we please get confirmation either way as quickly as possible. We would like to get good information to our underwriters. It is our understanding was the county sustained no damage and we want to make sure that is correct before we move forward. Dave Stout said that he has not heard back from any department heads that any damage has been sustained but will send a reminder notice to department heads with the forms to see if anyone has damages to report. Commissioner Ford said we will follow up and confirm that and get an information to you by tomorrow at the latest.

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Vanderslice
Vote:	Unanimous

MEETING ADJOURNED: 9:21 AM

NEXT MEETING WILL BE THURSDAY, NOVEMBER 6, 2012 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary