

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – OCTOBER 6, 2016
104 MARKET STREET
SALEM, NJ 9:00 AM**

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

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Katie Coleman	Present (<i>telephonically</i>)
Jessica Bishop	Present (<i>telephonically</i>)

FUND PROFESSIONALS PRESENT:

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 (*telephonically*)
Jim Miles, Bowman & Company (*telephonically*)
Dennis Skalkowski, Bowman & Company (*telephonically*)
Veronica George, Inservco
Ashley Nelms, Inservco
Glenn Prince, JA Montgomery
Danielle Batchelor, Conner Strong & Buckelew
Monica Lester, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF AUGUST 4, 2016

MOTION TO APPROVE THE OPEN MINUTES OF AUGUST 4, 2016

Moved:	Commissioner Coleman
Second:	Commissioner Bishop
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

2015 Audit Report as of December 31, 2015: At last months meeting Jim Miles of Bowman & Company LLP presented the draft 2015 Audit. There have been no changes since that report. We will be seeking approval of the Audit from the Commissioners at the meeting. Included in the agenda on pages 3-5 is Resolution 17-16, Certification of Annual Audit Report for Period ending December 31, 2015 along with the Group Affidavit Form. Executive Director said there were no recommendations or deficiencies which is good news. Mr. Miles made a thorough report at the last meeting regarding some of the deficits that the Commission is running. With no questions or comments being heard Executive Director said a motion would be in order to approve Resolution 17-16 Certification of Annual Audit Report for Period Ending December 31, 2015.

MOTION TO APPROVE RESOLUTION 17-16 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2015

Moved:	Commissioner Bishop
Second:	Commissioner Vanderslice
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 July 27, 2016 to September 26, 2016. There were 6 certificates of insurance issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Vote:	Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CEL met on September 22, 2016. The CEL will introduce the 2017 Budget on October 27th and Budget adoption is scheduled for November 17th. A summary report of the meeting is included in the agenda on pages 8 & 9. The next meeting will be on October 27, 2016 at 1:00 PM. Executive Director said the 2015 Audit was approved at the September 22, 2016 meeting. Executive Director said Mr. James Kickham will officially retire the end of the year and Mr. Paul Laracy will be stepping in to replace Jim Kickham effective the first of the year.

Financial Fast Track – Included on Page 10 & 11 of the agenda are the Financial Fast Tracks for the Salem County Insurance Fund Commission for June and July. Executive Director said as of the June 30th report there is a deficit of over \$700,000. There was a very large spike in July and a little bit of a lag in posting of reserves of \$300,000, therefor we see a significant increase, which is a culmination of six or seven claims all going on at the same time. This should have probably happened a little bit earlier but the end result would have been the same. Executive Director noted that Fund Year 2016 is in a positive position which is certainly a bit of good news.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 12 is the NJ CEL Financial Fast Track Report as of July 31, 2016. The CEL has a surplus of \$6,196,031.

Claims Tracking Report (Page 13) - The claims tracking report was on page 13 of the agenda. The Claims Activity Report tracks open claims; the Executive Director reviewed the report and said we had three less open claims from July to August which certainly is good news.

2017 Renewal Application and Updated Exposure Information – The 2017 property and casualty budget is reliant on a number of factors including updated renewal applications and exposure data. We have received all of the updated exposure information and we are waiting for one final application. We want to thank everyone for their efforts with this project.

New Jersey Counties Excess Joint Insurance Fund – Joint Insurance Claims Committee Best Practices Workshop - The fifth annual Joint Insurance Claims Committee Best Practices Workshop is scheduled for Wednesday, November 2, 2016 at the Conner Strong & Buckelew office in Marlton, NJ. We ask that you hold the date for the Workshop and watch for the e-mail invitation.

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on June 30, 2016 at which time Mr. DiGregorio gave us an overview of what training activities and initiatives have take place since the last Safety Committee meeting. We are still waiting on a finalized date for the 4th quarter Safety Committee meeting.

CLAIM COMMITTEE REPORT

Executive Director said there are two claims to be reviewed in closed session.

TREASURER

REPORT: Executive Director reported there are four bills to pay included in Resolution 18-16 in the amount of \$23,370.19.

MOTION TO APPROVE RESOLUTION 18-16 PAYMENT OF BILLS AS IN THE AMOUNT OF \$23,370.19.

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Roll Call Vote:	3 Ayes, 0 Nays

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince said on September 30th he met with the DPW and Roads Department to see if they would like to send employees to a training seminar being offered by Gloucester County for work zone training through Rutgers. Mr. Prince said DPW and Roads Departments will be sending a few representatives and the training is free.

CLAIMS SERVICE:

Veronica George from Inservco reviewed the MCO Report that was included in the agenda. Ms. George said the First MCO fees have a cap. Ms. George reported that First MCO is sending a check in the amount of \$15,863.00 to reimburse for overcharges. Commissioner Coleman said she has not received the check as of this date. Executive Director said Claims Manager will follow up with First MCO on the status of the check.

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Coleman
Second: Commissioner Bishop
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Coleman
Second: Commissioner Bishop
Vote: Unanimous

MOTION TO APPROVE THE SETTLEMENT AUTHORIZATION REQUESTS

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

OLD BUSINESS: None

NEW BUSINESS: None.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Coleman
Second: Commissioner Bishop

Vote: Unanimous

MEETING ADJOURNED: 9:21 AM

NEXT MEETING WILL BE THURSDAY, December 8, 2016 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary