

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – APRIL 6, 2017
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:

Robert Vanderslice	Present
Katie Coleman	Present
Jessica Bishop	Present

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
Keith Platt, Inservco
Veronica George, Inservco (*telephonically*)
Amy Zeiders, Inservco
Glenn Prince, JA Montgomery
Danielle Batchelor, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF FEBRUARY 2, 2017

MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 2, 2017

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Certificate of Insurance Issuance Report: Attached on page 3 is the Certificate of Insurance Report from the CEL listing those certificates issued for the period of February 1, 2017 to February 28, 2017. There was 1 certificate of insurance issued for that period. In Appendix III the Renewal

Certificate of Insurance Report was attached for the time period of December 1, 2016 through January 31, 2017. There were 62 certificates issued during that time period.

MOTION TO APPROVE THE CERTIFICATE OF ISSUANCE REPORTS

Moved: Commissioner Vanderslice
Second: Commissioner Coleman
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CEL held its Reorganization Meeting on February 23, 2017 and adopted the respective reorganization resolutions. Ross Angilella was elected as Chairman and John Kelly was elected a Secretary. The Board of Commissioners appointed Wilmington Trust to provide Asset Manager Services. A resolution was adopted to offer membership to the County of Monmouth. Executive Director said Monmouth County decided to stay put, the pricing was close but they decided to stay with their current coverage. A coverage Committee was formed and Commissioners Kelly, White and Kessler volunteered to serve on the Committee.

A summary report of the meeting is included in the agenda on Pages 4-6. The CEL is scheduled to meet again on April 27, 2017 at the DiPiero Center in Blackwood.

Financial Fast Track – Included on Pages 7 & 8 of the agenda are the Financial Fast Track for the Salem County Insurance Fund Commission as of December 31, 2016 and January 31, 2017. The Commission has a deficit of \$971,438. Executive Director said 2016 continues to trend fairly well in the positive of \$348,000. Executive Director said of course the 2016 claims are still maturing but 2016 has held it's own.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 9 is a copy the NJ CEL Financial Fast Track Report as of January 31, 2017. The report indicates the CEL has a surplus of \$8,384,712.

Claims Tracking Report (Page 10) - The claims tracking report is on page 10 of the agenda. The Claims Activity Report tracks open claims; the Executive Director will review the report with the Commission. Executive Director said we have three less open claims from the prior month.

Bulletin NJCE 17-01 (Pages 11-15) – On Page 11 is the first coverage bulletin issued by the NJCE Underwriting Manager regarding Unmanned Aircraft (“Drones”). On pages 12-15 is the FAA’s summary for the use of drones. The Underwriting office will be issuing other bulletins on various topics in the coming months.

2017 – 2018 Limit Schematics (Appendix II) - Included in Appendix II is a copy of the 2017-2018 Limit Schematics for the Salem County Insurance Fund Commission. A copy of the schematics will also be available on the Conner Strong & Buckelew website within the next few weeks. Executive Director said this information will also be available on the website.

CEL TPA – Included in the agenda on Page 16 is a copy of a letter from AmeriHealth with a

revised service Team announcement. Effective march 1, 2017 Amanda Metzger will be handling the CEL account taking over for Tom Watkins. Below is Amanda's contact information:

Mandee Metzger
Client Administrator
215-587-1773
Amanda.Metzger@ahcasualty.com

SAFETY COMMITTEE REPORT

Glenn Prince reviewed the Safety Committee Report. Mr. Prince reported the Safety Committee last met on February 28, 2017 and is awaiting a confirmation date for the next quarterly Safety Committee meeting.

CLAIM COMMITTEE REPORT

Claims Manager Danielle Batchelor reported the las Claims Committee met on March 21st and there will be one Payment Authority Request and 2 Settlement Authority requests to discuss in executive session. Our next meeting is scheduled for April 18th.

TREASURER

REPORT: Treasurer Katie Coleman reviewed the April Bill List totaling \$412,857.02.

MOTION TO APPROVE RESOLUTION 14-17 PAYMENT OF BILLS AS AMENDED IN THE AMOUNT OF \$412,857.02.

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

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince said they met last month at the 911 Center for the BRIT demonstration of the online training program which is a more effective way to issue training without losing the employee for the entire day. The program contains regulatory compliance training which can be completed on their desktop.

CLAIMS SERVICE:

Ms. George reviewed the First MCO Report.

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Coleman
Second: Commissioner Bishop
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Bishop
Second: Commissioner Coleman
Vote: Unanimous

**MOTION TO APPROVE THE PAYMENT AND SETTLEMENT
AUTHORIZATION REQUESTS**

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Bishop
Second: Commissioner Coleman
Vote: Unanimous

MEETING ADJOURNED: 9:24 AM

NEXT MEETING WILL BE THURSDAY, June 1, 2017 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary