

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – FEBRUARY 2, 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 <b>Bradford Stokes</b> <b>Karen A. Read</b>
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**ALSO PRESENT:**

Thomas Narolweski, AJM Insurance Management  
Michael Mulligan, Salem County  
Keith Platt, Inservco  
Veronica George, Inservco  
Matt Baron, Inservco  
Nancy Fowlkes, Inservco  
Amy Zeiders, Inservco  
Glenn Prince, JA Montgomery  
Danielle Batchelor, Conner Strong & Buckelew

**APPROVAL OF MINUTES:** OPEN SESSION OF DECEMBER 8, 2016

**MOTION TO APPROVE THE OPEN MINUTES OF DECEMBER 8, 2016**

Moved:	Commissioner Bishop
Second:	Commissioner Coleman
Vote:	2 Ayes, 0 Nays, 1 Abstain – Chairman Vanderslice

**CORRESPONDENCE:** None

**EXECUTIVE DIRECTOR REPORT:**

**Election of Chairperson & Vice Chairperson:** Executive Director asks for nominations and conducts election.

Commissioner Coleman nominated Robert Vanderslice as Chairman.

**MOTION TO APPOINT ROBERT VANDERSLICE AS CHAIRPERSON**

Moved: Commissioner Coleman  
Second: Commissioner Bishop  
Vote: Unanimous

Commissioner Bishop nominated Katie Coleman as Vice Chairwoman

**MOTION TO APPOINT KATIE COLEMAN AS VICE CHAIRPERSON**

Moved: Commissioner Bishop  
Second: Commissioner Vanderslice  
Vote: Unanimous

**MOTION TO CLOSE NOMINATIONS**

Moved: Commissioner Bishop  
Second: Commissioner Coleman  
Vote: Unanimous

**Reorganization Resolutions (Pages 3-31):** Listed below are the necessary reorganizational Resolutions for the Salem County Insurance Fund Commission. Executive Director said he would like to op

**Resolution 1-17 Certifying the Election of Chairperson and Vice Chairperson**

Executive Director said this resolution will certify the election of Robert Vanderslice as Chairman and Katie Coleman as Vice Chairperson for Fund Year 2017.

**Resolution 2-17Appointing Commissioner to the New Jersey Counties Excess Joint**

**Insurance Fund for Fund Year 2017** – Executive Director said this resolution will appoint Jessica Bishop as Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2017.

**Resolution 3-17 Appointing a Commission Treasurer-** Executive Director said this

resolution will appoint Katie B. Coleman as Treasurer for the Salem County Insurance Fund Commission.

**Resolution 4-17 Appointing a Commission Attorney** – Executive Director said this resolution will appoint Michael M. Mulligan as attorney for the Salem County Insurance Fund Commission.

**Resolution 5-17 Appointing a Commission Secretary** – Executive Director said this resolution would appoint Carey Italiano as the Commission Secretary.

**Resolution 6-17 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan for Fund Year 2017** – Executive Director said this resolution would appoint Fulton Bank as the designated depository for the commission and the 2017 Cash Management and Investment Policy.

**Resolution 7-17 Designating Authorized Signatures for Commission Bank Accounts** Executive Director said this would appoint Robert Vanderslice, Katie Coleman and Jessica Bishop as authorized signatures for the Commission bank accounts.

**Resolution 8-17 Appointing Agent for Service of Process and Designating Custodian of Commission Records** - Executive Director said this would appoint PERMA Risk Management Services as the Agent of Service of Process and Custodian of Records for Fund Year 2017 at no charge to the Commission.

**Resolution 9-17 Designating Official Newspapers** – Executive Director said this resolution will appoint the South Jersey Times as the official newspapers for the Salem County Insurance Fund Commission.

**Resolution 10-17 Establishing Public Meeting Procedures** – Executive Director said this resolution will formally establish meeting dates and procedures for the 2017 Fund Year. The dates were amended as follows:

9:00 AM	April 6, 2017	Salem County Old Courthouse 104 Market Street Salem, NJ 08079	Regular Meeting
9:00 AM	June 1, 2017	“	Regular Meeting
9:00 AM	August 3, 2017	“	Regular Meeting
9:00 AM	October 5, 2017	“	Regular Meeting
9:00 AM	December 14, 2017	“	Regular Meeting
9:00 AM	February 1, 2018	“	Reorganization Meeting

**Resolution 11-17 2017 Risk Management Plan** – Executive Director said there are a few minor changes to the Risk Management Plan. Executive Director said there were a few changes. The Commission retention is going up from \$250,000 to \$300,000 as recommended by the CEL and approved by the Commission during the budget adoption. On page 23 vacant property deductible is

going up to \$250,000 up from \$100,000 deductible which was a CEL decision. On page 30 there is a correction to the authority for the TPA which should be 15,000 not \$10,000.

**MOTION TO APPROVE RESOLUTIONS 1-17 THOURGH 11-17**

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

**2017 Property & Casualty Budget Adoption:** Executive Director said at the December 8, 2016 meeting of the Fund, the 2017 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 2017 budget appears on **page 32**.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2017 BUDGET**

Moved: Commissioner Vanderslice  
Second: Commissioner Bishop  
Vote: Unanimous

**DISCUSSION:** A brief discussion was held on the proposed budget. The Executive Director reported a 0.67% decrease with the overall Budget for Fund Year 2017 at \$1,490,660 which is a decrease of \$10,000 from 2016. Executive Director said on the claims fund we had some significant increases on the liability and workers comp side but what saved us was the decision made last year to establish the loss fund contingency of over \$100,000 and that really softened the blow this year. The overall deduction on the loss funds is -0.32%. There was a very minor increase in the CEL premium. On expense and contingency we held the line with no increase which actually went down by 8.27%. The ancillary coverages were flat. Overall the 2017 budget decreased by 0.67%.

**MOTION TO CLOSE THE PUBLIC HEARING**

Moved: Commissioner Coleman  
Second: Commissioner Bishop  
Vote: Unanimous

**MOTION TO ADOPT RESOLUTION 12-17 ADOPTING THE BUDGET FOR THE SALEM COUNTY INSURANCE FUND COMMISSION IN THE**

**AMOUNT OF \$1,490,660 AS PRESENTED FOR THE COMMISSION YEAR 2017 AND CERTIFYING ASSESSMENTS**

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

**2017 PROPERTY & CASUALTY ASSESSMENTS** - Executive Director reported in accordance with the Commission's By Laws, the assessment bills for 2017 for property and casualty will be mailed to member entities now that the budget has been adopted. Assessments will be due as follows: The first payment of 40% will be due on March 15, 2017. The second assessment of 30% is due on June 15, 2017 and the third assessment of 30% is due on September 15, 2017.

**Certificate of Insurance Issuance Report:** Executive Director reported there were 0 certificates of insurance issued for the period of November 22, 2016 to December 31, 2016.

**NJ Excess Counties Insurance Fund (CELJIF)** - The CEL held a special meeting on January 25th to process claim payments. The next regular meeting will be on February 23, 2017 at the Camden County Emergency Center. This will serve as the Fund's Re-organizational meeting.

**Financial Fast Track** – Included on Page 34 & 35 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for October and November. As of November 30, 2016 the Commission has a deficit of \$853,651. Executive Director said in 2016 we had a very good year which shows profit at this point over \$300,000.

**NJ CEL Property & Casualty Financial Fast Track** – Executive Director said included in the agenda on Page 36 was the NJ CEL Financial Fast Track Report as of November 30, 2016. The CEL has a surplus of \$7,793,255.

**Claims Tracking Report (Page 37)** - The claims tracking report is on page 37 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 two more open claims than the prior month.

**SAFETY COMMITTEE REPORT**

Glenn Prince reported the Safety Committee is scheduled to meet February 24, 2017. A meeting was held yesterday at the 911 Safety Center to talk about training and trying to make an assessment on what our law enforcement agencies were doing in terms of compliance with the State and it looks like we are exceeding the recommendations. Mr. Prince said we have offered the BRIT team platform which is free to all CEL members and we hope the County will take advantage of this program. We are going to schedule training with Natalie Dougherty an associate from JA Montgomery and she will demonstrate what administrators can do to schedule and document the training.

## **CLAIM COMMITTEE REPORT**

Claims Manager Danielle Batchelor reported on page 38 and 39 of the agenda packet you will find the 2017 Claims Committee schedule and the Claims Committee Charter. There will be one Payment Authority Request to discuss today in executive session.

## **TREASURER**

**REPORT:** Executive Director said the bills list in the agenda. Executive Director reviewed the correct billed amounts totaling \$13,427.59.

**MOTION TO APPROVE RESOLUTION 13-17 PAYMENT OF BILLS AS AMENDED IN THE AMOUNT OF \$13,427.59.**

Moved:	Commissioner Bishop
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 are hosting a webinar on information on the 300A reporting.

## **CLAIMS SERVICE:**

Ms. George reviewed the MCO Report and Stewardship Report that was included in Appendix II of the agenda.

## **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 AUTHORIZATION REQUEST**

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: 9:30 AM**

**NEXT MEETING WILL BE THURSDAY, April 6, 2016 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary