

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – AUGUST 7, 2014
104 MARKET STREET
SALEM, NJ 9:00 AM**

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

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Katie Coleman	Present
Kevin Crouch	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read Joseph Porch Joseph Hrubash
--------------------	--

ALSO PRESENT:

Jessica Foote, Salem County
Mike Mulligan, Salem County
Kevin Crouch, Salem County
Robert Vanderslice, Salem County
Katie Coleman, Salem County
Tom Narolewski, Cettei & Connell
Nancy Fowlkes, Inservco
Terri Sheerin, Inservco
Susan Irvine, Inservco
Veronica George, Inservco
Prudence Higbee, Capehart & Scatchard
Dennis Skakowski, Bowman
Jim Miles, Bowman
Glenn Prince, JA Montgomery
Rachel Chwastek, PERMA
Robyn Walcoff, Conner Strong & Buckelew
Rami Akkeh, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF JUNE 5, 2014

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
JUNE 5, 2014**

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Audit Report as of December 31, 2013: The Auditor's Report as of December 31, 2013 was sent to Fund Commissioners under separate cover. Jim Miles from Bowman & Company was at the JIF meeting to review the Audit Report.

Jim Miles reviewed the audit.

Following the presentation and approval of the report, both **Resolution 20-14 and the Group Affidavit** were executed.

MOTION TO APPROVE YEAR END FINANCIALS AS OF 12/31/2013

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

Certificate of Insurance Issuance Report: Executive Director reported the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of May 23, 2014 to July 29, 2014 was included in the Agenda. There were 5 certificates issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

2014 Property & Casualty Assessments - A reminder that the third assessment of 30% is due on September 15, 2014. Assessment invoices will be sent at the appropriate time.

NJ Excess Counties Insurance fund (CELJIF) (Pages 4-5) – Executive Director said the CEL met on June 26, 2014. A summary report of their meeting is included in the agenda. At that

meeting the CEL scheduled a public hearing on a budget amendment on July 24, 2014 due to the addition of Ocean County. Also the auditor presented and reviewed a draft copy of the 2013 audit.

At the July 24th meeting, the CEL Fund Commissioners voted to approve the amended budget and also approved the re-appointment of AmeriHealth Casualty Services as the Fund's Claims Administrator.

Financial Fast Track – Executive Director said on Page 9 & 10 of the agenda are the Financial Fast Tracks for the Salem County Insurance Fund Commission for April and May. As of May 31st, the Fund has a deficit of \$314,002. Line 8 of the report, “Investment in Joint Venture” is the Commission’s share of the equity in the CEL.

NJ CEL Property and Casualty Financial Fast Track – Executive Director included in the agenda on **Page 11** was the NJ CEL Financial Fast Track Report as of May 31, 2014. The CEL has a surplus of **\$4,130,805**. There are only a handful of claims that have reached the CEL level so the CEL is doing very well.

RFQ for Professional Services – The Executive Director stated that several of the Funds Professional Services Agreements expire as of December 31, 2014. The positions of Executive Director, Actuary and Auditor are up for renewal. The Fund office will issue and advertise a RFQ for the positions in the next few weeks. The responses will be reviewed by the Commissioners and a recommendation will be made at the October Commission meeting.

MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE RFQS FOR FUND PROFESSIONALS FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2017

Moved:	Commissioner Coleman
Second:	Commissioner Crouch
Vote:	Unanimous

The Executive Director then introduced a few new faces to the Salem Commission including Joe Porch, a member of PERMA from the Bridgeton office and Rachel Chwastek, a member of PERMA from the Marlton office. The Executive Director then concluded his report.

SAFETY COMMITTEE REPORT

Glenn Prince reported the Executive Safety Committee and the regular Safety Committee met on June 19, 2014 and are scheduled to meet again on September 18, 2014 at which time the Committee will make their recommendation for which training will be beneficial for Salem County Employees for 2015.

CLAIM COMMITTEE REPORT

Claims Manager Robyn Walcoff began her report with the introduction of a Conner Strong & Buckelew intern – Rami Akkeh – who was working with the Claims Department for the summer for some first hand knowledge of JIFs and Commissions and how the public entity world functions. The Claims Committee met on July 15th telephonically, the next Claims Committee is on August 19th. There will be a few claims discussed during executive session. In October, Conner Strong & Buckelew and PERMA will host their third installment of their Best Practices Workshop. There will be a planning meeting in August if anyone would like to attend that and be involved in process of choosing topics for discussion.

TREASURER

REPORT: Executive Director said the bills list appears on page 12 of the agenda. A motion would be in order to approve the bills list.

MOTION TO APPROVE RESOLUTION 21-14 PAYMENT OF BILLS IN THE AMOUNT OF \$19,288.10.

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

CEL SAFETY DIRECTOR REPORT

The Safety Director reported in addition to the Safety Director's Report there is a grant program that they've applied through with BRIT the general liability excess carrier. The Safety Director's recommendation is to use these funds for law enforcement command staff training. Mr. Prince forwarded the program to the Sheriff as well as the Prosecutor and he awaiting their response. The training is very beneficial it includes case law, claims we have received in the past and best practices in regards to employment practices liability. Mr. Prince has received a quote for the program from Chief Keith Hummel, a retired police officer from the Voorhees Township police department in Camden County. He is an excellent presenter and also a adjunct professor at the Gloucester County College. BRIT will reimburse the Commission or County up to 50% of the fee for this training. For two classes the County or Commission would pay \$700 and receive a \$350 reimbursement from BRIT.

There was some discussion regarding the training then a motion was passed.

MOTION TO APPROVE COMMAND STAFF TRAINING

Moved:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

CLAIMS SERVICE

Executive Director said the monthly report appears on page 14 and of the agenda that is the liability claims payment that we release and authorize for submission and approval of 2 claims payments totaling \$1,000.00. Resolution 22-14 Authorizing the Disclosure of Claim Check Register.

MOTION TO APPROVE RESOLUTION 22-14 AUTHORIZING DISCLOUSE OF CLAIM CHECK REGISTER

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

Robyn Walcoff introduced Terri Sheerin who joined Inservco as a Liability Team leader. Terri has prior experience in working with Commission programs as she previously worked on the Camden County Insurance Commission. Ms. Walcoff also introduced Nancy Fowlkes, another Inservco Team Leader, with over 30 years workers compensation experience.

MOTION TO GO INTO EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES – PERSONNEL – SAFETY – PUBLIC PROPERTY – LITIGATION

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$202,559.24 FOR CLAIM #378000007

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$45,099.48 FOR CLAIM #378000018

Moved: Commissioner Coleman

Second: Commissioner Crouch
Vote: 3 Ayes, 0 Nays
MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$160,994.90 FOR CLAIM #3780000139

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF LIABILITY CLAIM OF \$45,689.00 FOR CLAIM #3780000071

Moved: Commissioner Coleman
Second: Commissioner Crouch
Vote: 2 Ayes, 0 Nays, 1 Abstain - Commissioner Vanderslice

OLD BUSINESS: None

NEW BUSINESS: Commissioner Vanderslice had a question regarding the South Jersey Economic Redevelopment District, which is made up of Salem, Cumberland and Atlantic County, is it insurable through any other means besides independently. Joseph Hrubash stated he would need to review the by-laws and underlying documents from the South Jersey Economic Redevelopment District and review.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Coleman
Second: Commissioner Vanderslice
Vote: Unanimous

MEETING ADJOURNED: 9:53 AM

NEXT MEETING WILL BE THURSDAY, OCTOBER 2, 2014 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary