

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – DECEMBER 10, 2015  
104 MARKET STREET  
SALEM, NJ 9:00 AM**

Meeting called to order by Vice Chair Foote. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Robert Vanderslice	Absent
Jessica Foote	Present
Katie Coleman	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:**

Michael Mulligan, Salem County  
Thomas Narolewski, AJM Insurance Management  
Veronica George, Inservco  
Ashley Nelms, Inservco  
Keith Platt, Inservco  
Glenn Prince, JA Montgomery  
Danielle Batchelor, Conner Strong & Buckelew

**APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF OCTOBER 1, 2015**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF  
OCTOBER 1, 2015**

Moved:	Commissioner Coleman
Second:	Commissioner Foote
Vote:	Unanimous

**CORRESPONDENCE:** None

**EXECUTIVE DIRECTOR REPORT:**

**2016 Property & Casualty Budget Introduction:** Attached on page 3 for your review and discussion is the 2016 proposed Property & Casualty Budget in the amount of \$1,498,979.00. The introductory budget represents a 2.98% increase Commission wide compared to the 2015 budget.

Executive Director reviewed the Budget and said the overall increase for the 2016 Budget is at 2.98%. Executive Director said the Commission has had a few rough years which is reflected in the claims - as those line items for property, liability, auto and workers compensation are each increasing by 7.50%. The CEL Budget actually dropped drastically so they discussed last week it would be beneficial to start a Loss Fund Contingency - line item number five in the budget. This would act as a buffer in the case next year we have some losses on the workers comp line it would be another pool that we can draw from, and on the flip side if we continue to have a good year next year it would be a surplus line item that could help with the prior bad years we had. Executive Director said the funds in line number five actually come from line item nine where the CEL JIF premium went down \$111,288 and what caused that was the excess workers comp line the CEL decided could shift to different entities. Executive Director said the Total Fund Expense and Contingency had a modest increase of 1.45% and the Ancillary Coverages line 41 is \$10 million more in flood coverage and the aviation does include some drone coverage. The Fund is at a little over \$43,000 increase over 2015.

Risk Manager Narolewski said we had a bad property loss here so that is not too bad considering what we went through. In response to Attorney Mulligan regarding an increase in the self insured retention, Executive Director said that would be an option the Commission would like to take a look at next year we can certainly entertain that. Executive Director said with no further questions being heard a motion to introduce the 2016 Budget would be in order.

**MOTION TO INTRODUCE THE 2016 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$1,498,979 AND SCHEDULE A PUBLIC HEARING AND ADOPTION ON FEBRUARY 4, 2016 AT 9:00 AM AT THE COUNTY OLD COURTHOUSE**

Moved:	Commissioner Coleman
Second:	Commissioner Foote
Vote:	2 Ayes, 0 Nays

**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 September 21, 2015 to November 23, 2015. There were 5 certificates of insurance issued during this period.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Moved:	Commissioner Foote
Second:	Commissioner Coleman
Vote:	Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** - The CEL met on October 22, 2015. A summary report of that meeting is included in the agenda on Pages 4 and 5. The CEL held a Public Hearing on November 19, 2015 to adopt the 2016 Budget. The Executive Director will provide a verbal update of that meeting at the Commission meeting. The next meeting of the CEL will be held on February 25, 2016 at 1:00 pm.

Executive Director said the CEL is issuing dividends to the Camden and Gloucester Commissions. They are charter members in 2010 and that is where the dividends are coming out of. Executive Director said the Salem Commission is in line for future dividends in a few years as long as we are in the positive in those particular years - we became a member in 2012. This is good news and a milestone for the CEL.

**Financial Fast Track** – Included on Page 7 & 8 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for August and September. As of September 30, 2015 the Commission has a deficit of \$461,693.

**NJ CEL Property & Casualty Financial Fast Track** – Executive Director said included in the agenda on Page 9 was the NJ CEL Financial Fast Track Report as of September 30, 2015. The CEL has a surplus of \$5,123,726.

**Claims Tracking Report:** The Claims Activity Report was included on page 10 of the agenda. The Claims Activity Report tracks open claims; the Executive Director review the report with the Commission and said there were 9 new claims reported for September and October and of the nine 6 were workers comp claims during that time period.

#### **SAFETY COMMITTEE REPORT**

Glenn Prince reported the Safety Committee last met on September 23, 2015. In addition to the regular safety committee meeting the members had an opportunity to review the active shooter video that was done by the Woodstown High School students that was done at the actual active shooter training here in Salem County on October 15<sup>th</sup>.

#### **CLAIM COMMITTEE REPORT**

Claims Manager Danielle Batchelor reported the Claims Committee last met on November 17<sup>th</sup> and discussed several PARs that will be for discussion today. Additionally in the agenda packet we do have several ancillary coverages that are expiring on December 31, 2015, which are your public officials, EPL, medical malpractice, crime and cyber coverage. Please take sweep to any potential claims and report to your Risk Manager by December 18, 2015.

#### **TREASURER**

**REPORT:** Treasurer Katie Coleman reviewed the bills list Resolution 26-15 which was included in the agenda on page 16. A motion would be in order to approve the bills list.

**MOTION TO APPROVE RESOLUTION 26-15 PAYMENT OF BILLS IN THE AMOUNT OF \$17,913.44.**

Moved: Commissioner Foote  
Second: Commissioner Coleman  
Vote: 2 Ayes, 0 Nays

**CEL SAFETY DIRECTOR REPORT**

Safety Director reviewed the report included in the agenda. Mr. Prince said he had spoke to Commissioner Coleman and Risk Manager Narolewski regarding an ergonomics situation and report from 51 Chaney Road and as you may recall back in April 2014 we requested to do a similar assessment a the Board of Elections. It was my understanding we were able to save the county a significant amount of money since they were requesting all new furniture. We were able to make adjustments to chairs, monitors and equipment which was quite successful. We will be conducting that assessment again at 51 Chaney Road.

**CLAIMS SERVICE:**

Ms. George reviewed the First MCO report and provided a summary of savings report and the PPO Penetration rate.

**MOTION TO GO INTO CLOSED SESSION**

Moved: Commissioner Foote  
Second: Commissioner Coleman  
Vote: Unanimous

**MOTION TO GO INTO OPEN SESSION**

Moved: Commissioner Foote  
Second: Commissioner Coleman  
Vote: Unanimous

**MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUESTS**

Moved: Commissioner Foote  
Second: Commissioner Coleman  
Vote: 2 Ayes, 0 Nays

**OLD BUSINESS:** Attorney Mulligan said in regards to the Coverage Schematics on page 13 of the agenda the Camden County has relatively low self insured retentions of \$3,000 and \$5,000 compared to the Salem County which has higher self insured retentions of \$50,000 on each claim, as well as \$100,000 dividends being given to Camden County. Executive Director said that is the level they chose and their premiums reflect higher premiums for the lower deductibles. Executive Director said when Salem join we kept everything at the current level but we can certainly look into different self insured retentions and the premium that reflect those retentions.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN:**

Motion:	Commissioner Foote
Second:	Commissioner Coleman
Vote:	Unanimous

**MEETING ADJOURNED: 9:50 AM**

**NEXT MEETING WILL BE THURSDAY, February 4, 2016 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary