

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – FEBRUARY 6, 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

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
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ALSO PRESENT:

Jessica Foote, Salem County
Kevin Crouch, Salem County
Thomas Narolweski, Cettei & Connell
Susan Irvine, Inservco
Veronica George, Inservco
Glenn Prince, JA Montgomery
Robyn Walcoff, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF DECEMBER 12, 2013

MOTION TO APPROVE THE OPEN MINUTES OF DECEMBER 12, 2013

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Reorganization Resolutions (Pages 3-16): Listed below are the necessary reorganizational Resolutions for the Salem County Insurance Fund Commission.

Resolution 1-14 Certifying the Election of Chairperson and Vice Chairperson

MOTION TO APPOINT ROBERT VANDERSLICE AS CHAIRMAN

Moved: Commissioner Coleman
Second: Commissioner Vanderslice

MOTION TO APPOINT VICE CHAIRMAN – No Nomination

MOTION TO APPOINT KATIE COLEMAN TO SIGN RESOLUTIONS

Moved: Commissioner Vanderslice
Second: Commissioner Coleman

Resolution 2-14 Appointing Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2013 – Executive Director said this resolution will appoint Robert Vanderslice as Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2014.

Resolution 3-14 Appointing a Commission Treasurer- Executive Director said this resolution will appoint Katie B. Coleman as Treasurer for the Salem County Insurance Fund Commission.

Resolution 4-14 Appointing a Commission Attorney – Executive Director said this resolution will appoint Michael M. Mulligan as attorney for the Salem County Insurance Fund Commission.

Resolution 5-14 Appointing a Commission Secretary – Executive Director said this resolution would appoint TaNeisha Harris as the Commission Secretary.

Resolution 6-14 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan for Fund Year 2014 – Executive Director said this resolution would appoint Fulton Bank as the designated depository for the commission and the 2014 Cash Management and Investment Policy.

Resolution 7-14 Designating Authorized Signatures for Commission Bank Accounts
Executive Director said this would appoint Robert Vanderslice and Katie Coleman as authorized signatures for the Commission bank accounts.

Resolution 8-14 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 2014 at no charge to the Commission.

Resolution 9-14 Designating Official Newspapers – Executive Director said this resolution will appoint the Elmer Times and the South Jersey News as the official newspapers for the Salem County Insurance Fund Commission.

Resolution 10-14 Establishing Public Meeting Procedures – Executive Director said this resolution will formally establish meeting dates and procedures for the 2014 Fund Year

MOTION TO APPROVE RESOLUTIONS 2-14 THOURGH 10-14

Moved: Commissioner Coleman
Second: Commissioner Vanderslice
Roll Call Vote: 2 Ayes, 0 Nays

2014 Fund Year Budget: Executive Director said at the December 12, 2013 meeting of the Fund, the 2014 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 2014 budget appears on **page 17**.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2014 BUDGET

Moved: Commissioner Coleman
Second: Commissioner Vanderslice

DISCUSSION: A brief discussion was held on the proposed budget. The Executive Director reported that the overall increase from the 2013 FY was 3.59%.

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Vanderslice
Second: Commissioner Coleman

MOTION TO ADOPT RESOLUTION 11-14 ADOPTING THE BUDGET FOR THE SALEM COUNTY INSURANCE FUND COMMISSION IN THE AMOUNT OF \$1,317,434. AS PRESENTED FOR THE COMMISSION YEAR 2014 AND CERTIFYING ASSESSMENTS

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

2014 PROPERTY & CASUALTY ASSESSMENTS - Executive Director reported in accordance with the Commission’s By Laws, the assessment bills for 2014 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, 2014. The second assessment of 30% is due on September 15, 2014.

NJ Excess Counties Insurance fund (CELJIF) (Pages 19-20) - The CEL met on December 12, 2013. A summary report of their meeting is included in the agenda. Also attached are copies of the New Jersey Counties Excess joint Insurance Fund 2014 Adopted Budget in the amount of \$13,833,776 and assessments are on **pages 22 and 23**. The CEL did not meet in January.

Financial Fast Track – Included on Page 24 & 25 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for October and November. As of November 30, 2013 the Commission has a deficit of \$174,689.

2014 RFQ – The fund desires to advertise for RFQ’s for Fund Defense Attorney.

MOTION TO ADOPT RESOLUTION 12-14 AUTHORIZING TO ADVERTISE FOR FUND DEFENSE ATTORNEY (Page 26)

Moved: Commissioner Coleman
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 November 18, 2013 to January 24, 2014. There were 4 certificates of insurance issued during this period

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

SAFETY COMMITTEE REPORT

Glenn Prince reported the he attended the Salem County Freeholder Safety Committee meeting and presentation on December 18, 2013. On January 21st 2014 the Salem County Claims Committee met via conference call. Safety Director discussed upcoming training sessions and the S:ERVE Emergency responder Driver Training. All members were advised to contact JA Montgomery Risk Control to schedule any training requests.

CLAIM COMMITTEE REPORT

Claims Manager Robyn Walcoff reported there was a Claims Meeting on January 21, 2014 and three PARs will be discussed today in closed session. Claims Mangers said the 2014 Claims Committee meeting schedule is included in the agenda packet.

Veronica George of Inservco Insurance Services reviewed and discussed the Stewardship Report that was included in Appendix II of the agenda.

Executive Director said included in the agenda is Resolution 14-14 Authorizing Disclosure of Claims Check Register. The Liability Claim Payments report is included in the agenda for the time period of 11/1/13 through 12/31/2013.

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

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

CEL SAFETY DIRECTOR REPORT

Safety Director reported as discussed upcoming training session and the S:ERVE Emergency responder Driver Training. All members were advised to contact JA Montgomery Risk Control to

schedule any training requests. Safety Director also reported that he is planning to meet with Robert DiGregorio the newly appointed Salem County Training Coordinator on March 7th.

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

Moved: Commissioner Coleman
Second: Commissioner Vanderslice
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Moved: Commissioner Coleman
Second: Commissioner Vanderslice
Vote: Unanimous

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$53,018.31 FOR CLAIM #378000003

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$59,518.58 FOR CLAIM #3780000079

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$94,492.06 FOR CLAIM #3780000039

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

MEETING ADJOURNED: 9:35 AM

NEXT MEETING WILL BE THURSDAY, April 3, 2014 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary