

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – JUNE 4, 2015
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
Kevin Crouch	Absent
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
Thomas Narolewski, AJM Insurance Management
Veronica George, Inservco
Ashley Nelms, Inservco
Terry Sheerin, Inservco
Keith Platt, Inservco
Glenn Prince, JA Montgomery
Robyn Walcoff, Conner Strong & Buckelew
Edward Scioli, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF JUNE 4, 2015

MOTION TO APPROVE THE OPEN MINUTES OF JUNE 4, 2015

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

CORRESPONDENCE: Communication Regarding Claims Account Transition – Executive Director said enclosed in the agenda is a memo regarding transition of personnel. Mary Lou Doner of PERMA has been a long time claims coordinator and is retiring after many years of service. We will sincerely miss Mary Lou and although you may not have seen her - behind the scenes she has been a constant monitor of all the claims and we thank her for her many years of service. Stepping

into Mary Lou's position is Robyn Walcoff. Executive Director congratulated Robyn in her promotion and said she will still be monitoring the claims but will not physically be at the meetings.

Robyn Walcoff introduced her replacement Danielle Batchelor who is also an attorney and former adjuster. Danielle comes to Conner Strong & Buckelew from Ace Insurance Company where she was an adjuster with a lot of experience with public entity. Prior to that she practiced employment law and brings a wealth of knowledge to the team. Ms. Walcoff said the transition will be seamless. Danielle Batchelor said she is looking forward to working with the Commission.

EXECUTIVE DIRECTOR REPORT:

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 January 30, 2015 to March 25, 2015. There was 1 certificates of insurance issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

RFQ For Professional Service: Executive Director reported the Agreement for the Fund's Claims Administrator expires in October. The Fund Office will advertise and issue an RFQ in the next few weeks. Responses will be reviewed by the Commissioners and Fund Office, an award is anticipated at the August meeting.

MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE FOR AN RFQ FOR CLAIMS ADMINISTRATION

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CEL held their meeting on April 23, 2015. A summary report of that meeting is included in the agenda on pages 4-5. At that meeting Michael Smith advised he was leaving Burlington County and the Board of Fund Commissioners elected Ross Angilella as Chairman of the CEL and tabled the Secretary election until the next meeting. Bowman & Company was appointed to conduct the 2014 audit. Also, the fund office is implementing a new data collection for the 2016 renewal. The new process should be rolled out sometime in June. The next NJCE Fund meeting is scheduled for June 25, 2015 at 1:00 pm.

Financial Fast Track – Included on Page 6 & 7 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for February and March. As of March 31, 2015 the Commission has a deficit of \$242,639 down \$177,000 from the previous month and we hope this trend continues. As we move forward with the ongoing claims that are showing out of the jail we are concerned that we may see a spike there but we will continue to keep everyone informed.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 8 was the NJ CEL Financial Fast Track Report as of February 28, 2015. The CEL has a surplus of \$5,802,522.

Claims Tracking Report: Executive Director said a new claims tracking report is on page 9 of the agenda. The Claims Activity Report tracks open claims; the Executive Director will review the report with the Commission. This report will show the number of claims that have open or closed from the previous month.

2015 Excess Insurance and Ancillary Coverage Policies: The CEL Underwriting Manager distributed an e-mail providing login information and instructions to access the website to view the insurance policies and endorsements. If any authorized representative experiences difficulty with the website they should contact the PERMA office for assistance.

2015 Property & Casualty Assessments: The second Property & Casualty Assessment payment is due on July 15, 2015. Payments should be sent to the Commission Treasurer.

PERMA Change of Address: On June 1st the PERMA Parsippany will be moving to the second floor of the building they now occupy. Below is the new address. The only change in the address is the suite number. The telephone number and e-mail address will no change for any of the PERMA team.

PERMA
9 Campus Drive, **Suite 216**
Parsippany, NJ 07054

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on March 6, 2015 several topics were discussed on future training which will be discussed in the Safety Director's report. The Committee is scheduled to meet again on June 18th. We will have a meeting directly after this meeting with Bob DiGregorio to iron out our future Safety Committee date and to discuss floor captains training and summer seasonal training.

CLAIM COMMITTEE REPORT

Claims Manager Robyn Walcoff reported the Claims Committee met in May and we will have one payment authorization to discuss in closed session. Claims Manager said we will also be giving

and update on a workers compensation claim that dates back to 2012. On June 15th there is a scheduled follow up Liability Claims Review meeting.

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TREASURER

REPORT: Treasurer Katie Coleman reviewed the bills list Resolution 17-15 which was included in the agenda on page 10. A motion would be in order to approve the bills list.

MOTION TO APPROVE RESOLUTION 17-15 PAYMENT OF BILLS IN THE AMOUNT OF \$18,659.68.

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

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince said since the Commission will be doing a lot more work outside during the nice weather it would be appropriate to recommend Work Zone Safety Training which is scheduled for June 9th. In addition to that Landscape Safety and Personal Protective Equipment training will be scheduled to make sure everyone knows what is required when they complete their tasks and hopefully this will have an impact and reduction on injuries and works' comp claims.

CLAIMS SERVICE:

Terry Sheerin reinforced her team Veronica George, Ashley Nelms and Keith Platt the Claims Technical Specialist that will be handling the more technical files for the Commission. Ms. Walcoff said the Claims Committee is aware of the changes in the Inservco Team.

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

Executive Director said included in the agenda is Resolution 18-15 Authorizing Disclosure of Claims Check Register. The Liability Claim Payments report is included in the agenda for the time period of 3/1/15 through 4/30/2015.

MOTION TO APPROVE RESOLUTION 18-15 AUTHORIZING DISCLOUSE OF CLAIM CHECK REGISTER

Moved:	Commissioner Coleman
Second:	Commissioner Vanderslice
Vote:	Unanimous

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Coleman
Second: Commissioner Vanderslice
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Coleman
Second: Commissioner Vanderslice
Vote: Unanimous

MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUESTS

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: 9:28 AM

NEXT MEETING WILL BE THURSDAY, August 6, 2015 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary