

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – OCTOBER 1, 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
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  
Gina Smith, AJM Insurance Management  
Veronica George, Inservco  
Ashley Nelms, Inservco  
Keith Platt, Inservco  
Glenn Prince, JA Montgomery  
Danielle Batchelor, Conner Strong & Buckelew  
Robyn Walcoff, PERMA

**APPROVAL OF MINUTES:** OPEN AND CLOSED SESSION OF AUGUST 6, 2015

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF  
AUGUST 6, 2015**

Moved:	Commissioner Coleman
Second:	Commissioner Foote
Vote:	Unanimous

**CORRESPONDENCE:** None

**EXECUTIVE DIRECTOR REPORT:**

Executive Director welcomed Jessica Foote as new Fund Commissioner to the Salem County Insurance Fund Commission. With the departure of Kevin Crouch that leave the position of Vice Chair open. A motion would be in order to appoint a new Vice Chairperson

**MOTION TO APPOINT JESSICA FOOTE AS VICE CHAIRPERSON**

Moved: Commissioner Coleman  
Second: Commissioner Vanderslice  
Vote: Unanimous

**MOTION TO CLOSE NOMINATIONS**

Moved: Commissioner Coleman  
Second: Commissioner Vanderslice

**Audit Report as of December 31, 2014:** Executive Director said the Auditor’s Report as of December 31, 2014 has been sent to Fund Commissioners under separate cover. Mr. James Miles of Bowman & Company reviewed the Audit Report at the meeting. Mr. Miles reviewed the financials and historical claims data and expense by lines of coverage. Executive Director said it is interesting to see the cost per claim for workers comp is over \$10,000. Mr. Miles said this is a small entity and if there are a handful of claims that spike up it will affect that average. Mr. Miles said on page 34 there were no findings for the Schedule of Finding and Recommendations. Following the presentation at the meeting and approval of the report, both Resolution 22-15 and the Group Affidavit was executed.

**MOTION TO APPROVE THE YEAR END FINANCIALS AS OF DECEMBER 31, 2014 AS PRESENTED, ADOPT RESOLUTION #22-15, AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT**

Moved: Commissioner Coleman  
Second: Commissioner Foote  
Vote: 3 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 July 27, 2015 to September 20, 2015. There were 7 certificates of insurance issued during this period.

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

Moved: Commissioner Foote

Second: Commissioner Coleman  
Vote: Unanimous

**RFQ For Professional Service:** Executive Director reported the Fund office was authorized to issue a RFQ for the position of Fund defense panel attorneys for Workers Compensation and General Liability cases. Responses were received on September 9, 2015. A report was sent to the Fund Commissioners with the eight responses were received. Executive Director said it would be the Fund's decision to appoint the firms for defense panel and they certainly can appoint all or a handful of the firms that responded. Attorney Mulligan said he would recommend we accept the Executive Director's recommendation of giving the most flexibility and discretion by approving all firms that have responded. Executive Director said as part of the resolution the fees that we set are a very common numbers of \$150 for General Liability and \$125 for Workers Comp. Attorney Mulligan was in agreement.

**MOTION TO APPROVE DEFENSE PANEL ATTORNEYS AND FEES**

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

**NJ Excess Counties Insurance Fund (CELJIF) -** The CEL met on September 25, 2015. A summary report of that meeting was provided by the Executive Director. Executive Director said Kevin Crouch was the CEL representative so we would need to appoint a replacement. Jessica Foote said she would happy to serve as representative to the CELJIF.

**MOTION TO APPOINT JESSICA FOOTE AS REPRESENTATIVE FOR THE SALE COUNTY INSURANCE FUND COMMISSION ON THE NJ EXECESS COUNTIES INSURANCE FUND**

Moved: Commissioner Coleman  
Second: Commissioner Vanderslice

**Financial Fast Track –** Included on Page 9 & 10 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for June and July. As of July 31, 2015 the Commission has a deficit of \$507,257. Executive Director said as Mr. Miles indicated as the deficit grows in prior fund years all years are showing a negative balance with the exception of 2015.

**NJ CEL Property & Casualty Financial Fast Track –** Executive Director said included in the agenda on Page 11 was the NJ CEL Financial Fast Track Report as of July 31, 2015. The CEL has a surplus of \$5,345,386.

**Claims Tracking Report:** The Claims Activity Report was included on page 12 of the agenda. The Claims Activity Report tracks open claims; the Executive Director review the report with the

Commission and said there were 10 new claims reported for July and August and there were 5 workers comp claims; 3 Liability and 2 property claims during that time period.

**December Meeting:** Executive Director said as a reminder the December meeting will be held on the second Thursday, December 10, 2015 rather than the first Thursday.

### **SAFETY COMMITTEE REPORT**

Glenn Prince reported the Safety Committee last met on September 23, 2015. The topics were discussed – job site observations, future safety training and facilities and equipment checklists were provided electronically to many departments. The checklists do assist in finding early identification of hazards.

### **CLAIM COMMITTEE REPORT**

Claims Manager Danielle Batchelor reported the Claims Committee last met on September 15<sup>th</sup> and discussed one PAR but it will not be discussed today because it is outside of the Commission. We do however have three PARs to discuss today in closed Commission. Risk Manager Narolewski asked if any information will be provided regarding the possible named storm approaching. Claims Manager said everything is developing at this time and we are available 24/7 and communications will be sent out as the storm develops. Claims Manager said next Tuesday will be the CEL Best Practices Workshop and the agenda for the workshop is included in the this agenda packet.

### **TREASURER**

**REPORT:** Treasurer Katie Coleman reviewed the bills list Resolution 23-15 which was included in the agenda on page 15. A motion would be in order to approve the bills list.

**MOTION TO APPROVE RESOLUTION 23-15 PAYMENT OF BILLS IN THE AMOUNT OF \$316,725.08.**

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

### **CEL SAFETY DIRECTOR REPORT**

Safety Director reviewed the report included in the agenda. Mr. Prince said the 2016 Training Catalog has now been published and distributed electronically. Please contact us regarding any training you would like to request. Mr. Prince previously reported on NJ Statute 40A:14-118.1 that requires all law enforcement vehicles to be equipped with a camera. Any law enforcement agency that purchased or leased a primary patrol vehicle after March 1<sup>st</sup> was required to have the camera.

Yesterday a township Gloucester County received an injunction excluding them from that. Mr. Prince said he thinks other municipalities, counties and law enforcement agencies will be following suit. The basis for the request of the injunction was that it was an unfunded mandate placing a financial burden on public entities.

**CLAIMS SERVICE:**

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 21-15 Authorizing Disclosure of Claims Check Register. The Liability Claim Payments report is included in the agenda for the time period of 5/1/15 through 5/31/2015.

**MOTION TO APPROVE RESOLUTION 24-15 AUTHORIZING DISCLOUSE OF CLAIM CHECK REGISTER**

Moved: Commissioner Coleman  
Second: Commissioner Foote  
Vote: Unanimous

**MOTION TO GO INTO CLOSED SESSION**

Moved: Commissioner Vanderslice  
Second: Commissioner Coleman  
Vote: Unanimous

**MOTION TO GO INTO OPEN SESSION**

Moved: Commissioner Coleman  
Second: Commissioner Foote  
Vote: Unanimous

**MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUESTS**

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

**OLD BUSINESS:** Chairman Vanderslice said the Auditor made mention of a possible additional assessment and asked what the time frame of that would be. Executive Director said the Commission will discuss this option in the near future. In response to Commissioner Coleman, Executive Director said an additional assessment would not be assessed before the new year.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN:**

Motion:	Commissioner Coleman
Second:	Commissioner Foote
Vote:	Unanimous

**MEETING ADJOURNED: 10:09AM**

**NEXT MEETING WILL BE THURSDAY, December 10, 2015 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary