

**SALEM COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
APRIL 3, 2014 – 9 AM**

**COUNTY OLD COURTHOUSE  
104 MARKET STREET – 2<sup>ND</sup> FLOOR  
SALEM, NJ 08079**

**To attend the meeting via teleconference please dial 1-866-921-5493  
and enter passcode 7269691#**

**OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE**

**In accordance with the Open Public Meetings Act, notice of this meeting was given by:**

- I. Advertising the notice in the South Jersey News and the Elmer Times**
- II. Filing advance written notice of this meeting with the Commissioners of the SALEM COUNTY INSURANCE FUND COMMISSION; and**
- III. Posting notice on the Public Bulletin Board in the Salem County Courthouse and the Salem County Administration Building and filing it with the County Clerk**

**SALEM COUNTY INSURANCE FUND COMMISSION  
AGENDA -OPEN PUBLIC MEETING  
APRIL 3, 2014 – 9:00 AM  
104 MARKET STREET  
SALEM, NJ 08079**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
  - FLAG SALUTE**
  - ROLL CALL OF COMMISSIONERS**
  - APPROVAL OF MINUTES: February 6, 2014 Open Minutes.....Appendix I  
February 6, 2014 Closed Minutes.....To be Distributed**
  
  - CORRESPONDENCE - None**
  
  - EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**
  
  - COMMITTEE REPORTS**
    - Safety Committee Report.....Verbal
    - Claims Committee Report.....Verbal
  
  - TREASURER**
    - Treasurers Report – No Report
  
  - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
    - Monthly Report ..... ..Page 11
  
  - CLAIMS SERVICE – Inservco Insurance Services**
    - Liability Claim Payments –1/1/14 to 2/28/14.....Page 12
    - Resolution 16-14 Authorizing Disclosure of Claims Payment Register .....Page 13
  
  - CLAIMS SERVICE - Conner Strong & Buckelew**
    - EPL Risk Manager Tool Lunch & Learn ..... Verbal
  
  - EXECUTIVE SESSION - None**
  
  - OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
- 
- MEETING ADJOURNMENT**
    - NEXT SCHEDULED MEETING: June 5, 2014**

**SALEM COUNTY INSURANCE FUND COMMISSION**

9 Campus Drive, Suite 16

Parsippany, NJ 07054

Date: April 3, 2014

Memo to: Commissioners of the Salem County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- RFQ for Commission Defense Panel** - The Fund Office issued a Request for Qualifications and price quote for the position of Fund Defense Attorney for Workers Compensation cases. The responses were due on March 14, 2014. A report was sent to the Fund Commissioners (**Page 3**). Five responses were received; of the five, three submitted hourly rates at the Fund's set rate of \$125.00 per hour. The recommendation is to appoint those three as approved attorneys. Resolution 15-14 appears on **Page 4**.
  - Motion to approve Resolution 15-14 appointing Kent-McBride, LLC; the Law Offices of Thomas Wagner and Capehart-Scatchard as Fund Defense Attorneys for Workers Compensation cases.**
- Appointing Vice-Chairman** – The Fund currently has a vacancy for the position of Vice-Chairman.
  - Motion to appoint Kevin Crouch as Vice Chairman of the Salem County Insurance Fund Commission**
- Certificate of Insurance Issuance Report** – On **page 5** is the monthly Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of January 25, 2014 to March 25, 2014. There were 3 certificates issued during this period.
  - Motion to Approve the Certificate Report**
- 2014 Property & Casualty Assessments** – First Assessments invoices for 2014 have been mailed out and are due. The second assessment of 30% is due on July 15, 2014 and 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) – NJ Excess Counties Insurance Fund (CELJIF)** – The CEL held their Re-Organization Meeting on February 27, 2014. A summary report of their meeting is included in the agenda on **pages 6-8**.

The CEL Executive Director advised that the County of Hudson and Mercer County Insurance Fund Commission joined the CEL as of January 1, 2014 bringing the total membership to eight (8). They also met on March 27, 2014 to hold a public hearing and approve an amended budget that included the new members.

- ❑ **Financial Fast Track** – Included on **Page 9 & 10** of the agenda are the Financial Fast Tracks for the Salem County Insurance Commission for December and January. As of January 31, 2014 the Commission has a negative balance of \$331,633.

**SALEM COUNTY INSURANCE FUND COMMISSION  
2014 RFQ RESPONSES – FUND DEFENSE ATTORNEY  
Responses Deadline 2pm March 14, 2014**

<b>Vendor</b>	<b>Proposed Fees</b>
<b>Capehart Scatchard 8000 Midlantic Drive Mt. Laurel, NJ 08054</b>	<b>Fee Promulgated by the Fund</b>
<b>Long Marmero &amp; Associates, LLP 44 Euclid Street Woodbury, NJ 08096</b>	<b>\$150/hr.</b>
<b>Kent McBride, PC 1040 North Kings Highway Suite 600 Cherry Hill, NJ 08034</b>	<b>Attorney \$125/hr. Paralegal \$55/hr.</b>
<b>Law Offices of Thomas Wagner 52 Newton Avenue Woodbury, NJ 08096</b>	<b>Attorney \$125/hr. Paralegal \$50/hr.</b>
<b>Weber Gallagher 305 Fellowship Road Mt. Laurel, NJ 08054</b>	<b>Attorney – Partners \$150/hr. Attorney – Associates \$135/hr. Paralegals \$80/hr</b>

**RESOLUTION NO. 15 -14**

**SALEM COUNTY INSURANCE FUND COMMISSION**

**APPOINTING APPROVED COUNSEL**

**WHEREAS**, the Salem County Insurance Fund Commission is responsible for providing a defense to certain claims brought against its members in accordance with the Fund's coverage documents; and

**WHEREAS**, in order to appoint defense counsel, a law firm must be on the approved counsel list of the Salem County Insurance Fund Commission to defend any members of the Fund; and

**WHEREAS**, the Salem County Insurance Fund Commission appoints firms to the panel in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

**WHEREAS**, the law firms listed below responded to the Fund's Request for Qualification's and Price Quote dated February 28, 2014 and have submitted hourly rates in compliance with the funds adopted rate and have met the requirements set forth in the RFQ; and

**NOW, THEREFORE BE IT RESOLVED**, by the Fund Commissioners of the Salem County Insurance Fund Commission that the following law firms be and the same are hereby appointed as the approved counsel for workers compensation cases for the Salem County Insurance Fund Commission for the year 2014 with options for 2 – one year extensions:

- **Kent\ McBride LLC 1040 N. Kings Highway, Cherry Hill, NJ 08034**
- **Capehart Scatchard 8000 Midlantic Drive, Mt. Laurel, NJ 08054**
- **Law Offices of Thomas Wagner, LLC 52 Newton Avenue, Woodbury, NJ 08096**

**BE IT FURTHER RESOLVED** by the Fund Commissioners of the Fund that the following fee schedule for Defense Attorney's for 2014 is established:

1. Workers Compensation cases - \$125/hour
2. Litigation Expense and paralegal charges - \$55/hour

**ADOPTED** by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on April 3, 2014

**BY:** \_\_\_\_\_  
**CHAIRMAN**

**ATTEST:**  
  
\_\_\_\_\_  
**VICE-CHAIRMAN**

## Salem County Insurance Commission Certificate of Insurance Monthly Report

From 1/25/2014 To 3/25/2014

Holder (H) / Insured Name (I) Coverage	Holder / Insured Address	Holder Code	Description of Operations	Issue Date
<u>SCIC</u> H- New Jersey Transit I- Salem County	One Plaza East Newark, NJ 07105 94 Market Street Salem, NJ 08079	635	Certificate holder is addt. insured where obligated by virtue 3/12/ AU EX PHYS of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement (SEE PAGE 2)	
H- Salem County Improvement Authority I- Salem County	199 East Broadway Finlaw Building, Lower Level NJ 08079 94 Market Street Salem, NJ 08079	1066	Evidence of insurance. All operations usual to County 2/5/2014 GL EX AU WC Governmental Entity as respects to Solid Wate Shared Service. (SEE PAGE 2)	
H- Department of Human Services I- Salem County	Division of Aging PO Box 807 Trenton, NJ 08625- 08070 94 Market Street Salem, NJ 08079	1105	Evidence of insurance. All operations usual to County 3/18/2014 GL EX AU WC Governmental Entity as respects to the Senior Health Insurance Program. (SEE PAGE 2)	

**Total # of Holders = 3**

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND**

9 Campus Drive – Suite 16  
Parsippany, NJ 07054-4412  
Telephone (201) 881-7632 Fax (201) 881-7633

**Date:** February 27, 2014  
**To:** Executive Committee  
Salem County Insurance Fund Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**2014 Reorganization:** The NJCE conducted its 2014 Reorganization and adopted the respective resolutions to conduct the business of the Fund. As per the NJCE Bylaws, the total number of commissioners exceeds seven and can meet as an Executive Committee with a Chair, Secretary, five-member Executive Committee and up to four Alternate Commissioners. Below is a listing of the 2014 Executive Committee and alternates; however, the NJCE meets as a Board of Fund Commissioners.

**2014 Officers & Executive Committee**

Chairman	Micheal Smith	Burlington County Insurance Commission
Secretary	Ross Angilella	Camden County Insurance Commission
Executive Committee	Gerald White	Gloucester County Insurance Commission
	Norman Albert	Union County
	Robert Vanderslice	Salem County Insurance Commission
	Ken Mecouch	Cumberland County Insurance Commission
	Andrew Mair	Mercer County Insurance Fund Commission
Alternate #1	Edmund Shea	Hudson County

**2014 Meeting Schedule**

March 27, 2014	Camden County Emergency Training Center	1:45PM
April 24, 2014	Camden County Emergency Training Center	1:00PM
June 26, 2014	Camden County Emergency Training Center	1:00PM
September 25, 2014	Camden County Emergency Training Center	1:00PM
December 11, 2014	Camden County Emergency Training Center	1:00PM
February 26, 2015	2015 Reorganization Camden County Emergency Training Center	1:00PM

**2014 Risk Management Plan:** Included as part of the Reorganization was the 2014 Risk Management Plan with changes highlighted from the prior year. Executive Director distributed a guideline which detailed the major sections of the risk management plan.



**NJCE Membership/Marketing Report:** Hudson County and Mercer County Insurance Fund Commission have joined the Fund effective January 1, 2014 for a total of eight members. Mr. Proctor of Conner Strong & Buckelew provided a marketing report noting that efforts for 2014 will focus on Ocean, Atlantic, Cape May, Bergen and Essex Counties. Mr. Proctor said his office continues to track entities currently not in the NJCE program to compare coverages in order to quote and increase fund membership.

**2014 Fund Year Budget:** At the Fund's December 12, 2013 meeting, the Board adopted the 2014 budget and certified assessments totaling \$13,833,776 for six members. Subsequent to the December meeting a number of changes occurred and the current 2014 Budget is \$17,902,582 due to the following:

- Addition of Hudson County – total assessment of \$1,833,745
- Addition of Mercer County Insurance Fund Commission – total assessment of \$2,164,952
- Reallocation of Excess Premium - \$157,500
- Additional entity to Cumberland County Insurance Commission - \$70,109

The Board of Fund Commissioners accepted the Executive Director's recommendation to amend the 2014 budget, made a motion to introduce on first reading the amendments to the 2014 Budget and to schedule the Public Hearing on March 27, 2014 - 1:45PM at the Camden County Emergency Training Center – Room RETC129.

**2014 Renewal Program:** The Board previously approved authorization for the Underwriting Manager to bind coverage of the 2014 renewal program. The Extraordinary Unspecifiable Services (EUS) statements were included in the agenda and the Board of Fund Commissioners adopted Resolution 14-14 memorializing the authorization of the purchase of insurances.

Underwriting Manager provided a report on the 2014 Renewal Program and stated there was success in negotiating 3 options for the Excess Liability (\$15,000,000 excess of the underlying Underwriters at Lloyds policy) with National Casualty Company/Markel Insurance Company, Underwriters at Lloyds and the incumbent carrier, Starr Indemnity Company. The combination of National Casualty Company and Markel Insurance Company provided the most aggressive terms, coverages, conditions, limits and cost for your 1/1/2014-2015 renewal. Coverage was bound with National Casualty Company & Markel Insurance Company for the Excess Liability Program, at a cost of approximately \$180,000 under the budgeted amount.

In addition to the existing coverages, several members elected to purchase Network Privacy & Security Liability coverage through National Union Fire Insurance Company (AIG) in 2014. A number of other members are still contemplating coverage and will likely bind coverage in 2014. The members who elected to bind coverage in 2014 so far are as follows:

1. Camden County (including Camden County Board of Social Services and Camden County Improvement Authority)
2. Camden County Municipal Utilities Authority
3. Gloucester County
4. Gloucester County Improvement Authority
5. Cumberland County
6. Burlington County
7. Burlington County Board of Social Services

**2014 Renewal Policies:** The renewal policies are made available to NJCE members electronically through the Conner Strong & Buckelew secure website at [sftp.connerstrong.com](http://sftp.connerstrong.com) for those authorized representatives designated by their respective member entity. We are in the process of reviewing the policies and will release an e-mail with instructions to access the website when the policies are available. The policies are expected to be available by April 2014. To be granted access to the secure site please contact Michelle Williamson at 267-702-1424.

**Claim Reporting Requirements:** Included in the agenda was a memorandum dated 1/27/14 distributed to all local Commission TPA's on the 2014 Claim Reporting Procedures.

**NJCE Website:** The fund's website, [www.njce.org](http://www.njce.org), continues to be updated on an as-needed basis with fund information and will reflect the 2014 Reorganization changes.

**Risk Control:** Safety Director's report included a report reflecting the risk control activities from December 2014 thru March 2014.

**Claims Status Summary:** CompServices Inc. prepared a summary report of any claims with large open reserves which were reviewed during Closed Session.

**Next Meeting:** The next meeting of the NJCE fund is a public hearing to amend the 2014 budget and is scheduled for March 27, 2014 at 1:45PM at the Camden County Emergency Training Center.

**SALEM COUNTY INSURANCE COMMISSION  
FINANCIAL FAST TRACK REPORT**

*AS OF DECEMBER 31, 2013*

**ALL YEARS COMBINED**

	<b>THIS MONTH</b>	<b>YTD CHANGE</b>	<b>PRIOR YEAR END</b>	<b>FUND BALANCE</b>
<b>1. UNDERWRITING INCOME</b>	114,297	1,357,716	272,235	1,629,951
<b>2. CLAIM EXPENSES</b>				
Paid Claims	50,371	440,783	-	440,783
Case Reserves	38,015	344,074	18,626	362,700
IBNR	72,881	160,561	40,474	201,035
Discounted Claim Value	(9,795)	(35,963)	(4,126)	(40,089)
<b>Total Claims</b>	<b>151,472</b>	<b>909,455</b>	<b>54,974</b>	<b>964,429</b>
<b>3. EXPENSES</b>				
Excess Premiums	63,546	762,581	147,426	910,007
Administrative	6,054	71,638	16,301	87,939
<b>Total Expenses</b>	<b>69,600</b>	<b>834,219</b>	<b>163,727</b>	<b>997,946</b>
<b>4. UNDERWRITING PROFIT (1-2-3)</b>	<b>(106,775)</b>	<b>(385,957)</b>	<b>53,534</b>	<b>(332,423)</b>
<b>5. INVESTMENT INCOME</b>	-	-	-	-
<b>6. STATUTORY PROFIT (4+5)</b>	<b>(106,775)</b>	<b>(385,957)</b>	<b>53,534</b>	<b>(332,423)</b>
<b>7. Investment in Joint Venture</b>	38,160	76,982	12,137	89,119
<b>8. STATUTORY SURPLUS (6+7)</b>	<b>(68,615)</b>	<b>(308,975)</b>	<b>65,671</b>	<b>(243,304)</b>

**SURPLUS (DEFICITS) BY FUND YEAR**

<b>2012</b>	389	(81,386)	65,671	(15,715)
<b>2013</b>	(69,004)	(227,589)	-	(227,589)
<b>TOTAL</b>	<b>(68,615)</b>	<b>(308,975)</b>	<b>65,671</b>	<b>(243,304)</b>

**CLAIM ANALYSIS BY FUND YEAR**

	<b>THIS MONTH</b>	<b>YTD CHANGE</b>	<b>PRIOR YEAR END</b>	<b>FUND BALANCE</b>
<b>FUND YEAR 2012</b>				
Paid Claims	202	102,574	-	102,574
Case Reserves	4,528	5,658	18,626	24,284
IBNR	(4,480)	(29,831)	40,474	10,643
Discounted Claim Value	(1)	1,793	(4,126)	(2,333)
<b>Total Claims</b>	<b>239</b>	<b>80,194</b>	<b>54,974</b>	<b>135,168</b>
<b>FUND YEAR 2013</b>				
Paid Claims	50,168	338,209	-	338,209
Case Reserves	33,488	338,416	-	338,416
IBNR	77,361	190,392	-	190,392
Discounted Claim Value	(9,785)	(37,756)	-	(37,756)
<b>Total Claims</b>	<b>151,232</b>	<b>829,261</b>	<b>-</b>	<b>829,261</b>
<b>COMBINED TOTAL CLAIMS</b>	<b>151,472</b>	<b>909,455</b>	<b>54,974</b>	<b>964,429</b>

SALEM COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF January 31, 2014					
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	117,095	117,095	1,628,692	1,745,787
2.	CLAIM EXPENSES				
	Paid Claims	45,335	45,335	440,783	486,118
	Case Reserves	26,598	26,598	362,700	389,298
	IBNR	72,968	72,968	201,035	274,003
	Discounted Claim Value	(5,954)	(5,954)	(40,089)	(46,043)
	<b>TOTAL CLAIMS</b>	<b>138,947</b>	<b>138,947</b>	<b>964,429</b>	<b>1,103,376</b>
3.	EXPENSES				
	Excess Premiums	65,866	65,866	910,007	975,873
	Administrative	5,934	5,934	87,939	93,873
	<b>TOTAL EXPENSES</b>	<b>71,800</b>	<b>71,800</b>	<b>997,946</b>	<b>1,069,746</b>
4.	UNDERWRITING PROFIT (1-2-3)	(93,652)	(93,652)	(333,682)	(427,335)
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	(93,652)	(93,652)	(333,682)	(427,335)
7.	CEL APPROPRIATION CANCELLATION	0	0	1,259	1,259
8.	INVESTMENT IN JOINT VENTURE	5,323	5,323	89,119	94,442
9.	<b>SURPLUS (6 + 7 + 8)</b>	<b>(88,329)</b>	<b>(88,329)</b>	<b>(243,304)</b>	<b>(331,633)</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	2012	(6,024)	(6,024)	(15,715)	(21,739)
	2013	(95,917)	(95,917)	(227,589)	(323,506)
	2014	13,612	13,612		13,612
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(88,329)</b>	<b>(88,329)</b>	<b>(243,304)</b>	<b>(331,633)</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2012</b>					
	Paid Claims	17,326	17,326	102,574	119,900
	Case Reserves	(9,276)	(9,276)	24,284	15,008
	IBNR	(2,900)	(2,900)	10,643	7,743
	Discounted Claim Value	827	827	(2,333)	(1,506)
	<b>TOTAL FY 2012 CLAIMS</b>	<b>5,977</b>	<b>5,977</b>	<b>135,168</b>	<b>141,145</b>
<b>FUND YEAR 2013</b>					
	Paid Claims	27,754	27,754	338,209	365,962
	Case Reserves	32,125	32,125	338,416	370,541
	IBNR	40,122	40,122	190,392	230,514
	Discounted Claim Value	(4,066)	(4,066)	(37,756)	(41,822)
	<b>TOTAL FY 2013 CLAIMS</b>	<b>95,935</b>	<b>95,935</b>	<b>829,261</b>	<b>925,195</b>
<b>FUND YEAR 2014</b>					
	Paid Claims	255	255		255
	Case Reserves	3,749	3,749		3,749
	IBNR	35,746	35,746		35,746
	Discounted Claim Value	(2,715)	(2,715)		(2,715)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>37,035</b>	<b>37,035</b>	<b>0</b>	<b>37,035</b>
<b>COMBINED TOTAL CLAIMS</b>		<b>138,947</b>	<b>138,947</b>	<b>964,429</b>	<b>1,103,376</b>

**SALEM COUNTY INSURANCE COMMISSION  
SAFETY DIRECTOR'S REPORT**

**TO:** Fund Commissioners  
**FROM:** J.A. Montgomery Risk Control, Safety Director  
**DATE:** March 31, 2014

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**February – April 2014  
RISK CONTROL ACTIVITIES**

**JIF MEETINGS ATTENDED / TRAINING PRESENTED**

- **February 6:** Attended the SCIC meeting in Salem.
- **February 28:** Attended a meeting with the Training Coordinator and HR.
- **March 7:** Attended a meeting with SCIC Training Coordinator.
- **March 12:** Attended a meeting with the Risk Manager at the SCIC Jail.
- **March 20:** Attended the SCIC Safety Committee meeting in Salem.
- **March 20:** Attended the SCIC Executive Safety Committee meeting in Salem.

**UPCOMING JIF MEETINGS / TRAINING PLANNED**

- **April 3:** Plan to attend the SCIC meeting in Salem.
- **April 15:** Plan to attend the SCIC Claims Committee meeting.

**CEL VIDEO LIBRARY**

No videos were utilized by SCIC during 2012, 2013 and 2014.

**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**01/01/2014 Thru 01/31/2014**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid	
<b>Coverage: Auto Liability</b>											
C	2005	3780000087	001	KUCHINSKY, MICHAEL		MICHAEL KUCHINSKY	01/15/2014		266.06	266.06	
<b>Total for Coverage: Auto Liability</b>							<b>Number of entries: 1</b>		<b>266.06</b>	<b>266.06</b>	
<b>Coverage: General Liability</b>											
C	2006	3780000090	001	ROBINSON, AMY		AMY L ROBINSON	01/31/2014		648.31	648.31	
C	2007	3780000101	001	SOWERS, DAVID	01/25/2014	01/25/2014	DAVID SOWERS	01/31/2014	Full-Final Settlement of All Claims 2009 Jeep	254.94	254.94
<b>Total for Coverage: General Liability</b>							<b>Number of entries: 2</b>		<b>903.25</b>	<b>903.25</b>	
<b>Total for SCIFC - 378</b>							<b>Number of entries: 3</b>		<b>1,169.31</b>	<b>1,169.31</b>	

**RESOLUTION NO. 16-14**

**SALEM COUNTY INSURANCE FUND COMMISSION  
AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

**WHEREAS**, the SALEM COUNTY INSURANCE FUND COMMISSION (hereinafter "SCIFC") is a duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**WHEREAS**, the SCIFC is subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act requires all meetings of public bodies be open to the public; and

**WHEREAS**, the Open Public Meetings Act further provides a public body may permissibly exclude the public from a portion of a meeting at which the public body discusses items per the Open Public Meetings Act at N.J.S.A. 10:4-12.b.(1) thru (9) recognized as requiring confidentiality, and

**WHEREAS**, it is necessary and appropriate for the SCIFC to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12.b.(7); and

**WHEREAS**, the SCIC is a public agency which must comply with the Open Public Records Act (OPRA) N.J.S.A. 47: 1A-1 to -13; and

**WHEREAS**, the SCIFC must comply with OPRA and reported New Jersey Case Law interpreting same; and

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of said Salem County Insurance Fund Commission pursuant to both the Open Public Meetings Act and the Open Public Records Act as follows:

The attached financial transaction logs generated by third party administrator Inservco Insurances Inc. for the periods 1/1/14 to 2/28/14, and related to all non-workers compensation payments are hereby approved for distribution to the listed claimants and for disclosure to the general public

**ADOPTED** by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on April 3, 2014.

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**CHAIRMAN**

**ATTEST:**

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**VICE - CHAIRMAN**



***APPENDIX I – MEETING MINUTES***

**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 <b>Bradford Stokes</b> <b>Karen A. Read</b>
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**ALSO PRESENT:**

Jessica Foote, Salem County  
Kevin Crouch, Salem County  
Thomas Narolewski, 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  
Vote: Unanimous

**MOTION TO APPOINT VICE CHAIRMAN – No Nomination**

**MOTION TO APPOINT KATIE COLEMAN TO SIGN RESOLUTIONS**

Moved: Commissioner Vanderslice  
Second: Commissioner Coleman  
Vote: Unanimous

**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 THOUGH 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  
Vote: Unanimous

**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  
Vote: Unanimous

**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 that he attended the Salem County Freeholder meeting and a safety committee presentation was provided on December 18, 2013. On January 21<sup>st</sup> 2014 the Salem County Claims Committee met via conference call. .

## **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 and 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. 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**

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Minutes prepared by: Karen A. Read, Assisting Secretary