

**SALEM COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
DECEMBER 10, 2015 – 9 AM**

**COUNTY OLD COURTHOUSE
104 MARKET STREET – 2ND 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
DECEMBER 10, 2015 – 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: October 1, 2015 Open Minutes.....Appendix I
October 1, 2015 Closed Minutes.....To be Distributed**

 - CORRESPONDENCE - None**

 - EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**

 - COMMITTEE REPORTS**
 - Safety Committee Report.....Verbal
 - Claims Committee Report.....Verbal
 - Claims Sweep Letter.....Page 11

 - TREASURER – Katie Coleman**
 - Resolution 26-15 Bills List.....Page 16

 - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly ReportPage 17

 - CLAIMS SERVICE – Inservco Insurance Services**
 - Monthly Savings Report Page 18

 - Motion for Executive Session for Certain Specified Purposes for Personnel, Safety, Public Property or Litigation in accordance with the Open Public Meeting Act - PAYMENT AUTHORIZATION REQUEST**

 - Motion to Return to Open Session**
 - Motion to Approve PARS as presented in Closed Session**
-
- OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
-
- MEETING ADJOURNMENT**
 - NEXT SCHEDULED MEETING: February 4, 2016**

SALEM COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 216

Parsippany, NJ 07054

Telephone (201) 881-7632

Fax (201) 881-7633

Date: December 10, 2015

Memo to: Commissioners of the Salem County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- 2016 Property & Casualty Budget Introduction** – Attached on **page 3** for your review and discussion is the 2016 proposed Property and 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.
 - 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.**
- Certificate of Insurance Issuance Report:** On **page 4** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of September 21, 2015 to November 23, 2015. There were 5 certificates issued during this period.
 - Motion to approve the certificate of insurance report**
- NJ Excess Counties Insurance Fund (CELJIF)** – The CEL met on October 22, 2015. A summary report of the meeting is included in the agenda on **Pages 5& 6**. 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 on February 25, 2016 at 1:00 PM.
- Financial Fast Track** – Included on **Pages 7 & 8** of the agenda are the Financial Fast Tracks for the Salem County Insurance Fund Commission for August & September. As of September 30, 2015 the Commission has a deficit of \$461,693.
- NJ CEL Property and Casualty Financial Fast Track (Page 9)** – Included in the agenda is the NJ CEL Financial Fast Track Report. As of September 30, 2015 the CEL has a surplus of **\$5,123,726**.

- ❑ **Claims Tracking Report (Page 10)** – The claims tracking report is on page 12 of the agenda. The Claims Activity Report tracks open claims; the Executive Director will review the report with the Commission.

SALEM COUNTY INSURANCE COMMISSION					
PROPOSED BUDGET			GL/AL=250K WC 250K		
		ANNUALIZED BUDGET FY2015	PROPOSED BUDGET	Change \$	Change %
APPROPRIATIONS					
I. Claims and Excess Insurance					
Claims					
1	Property	57,962	62,309	4,347	7.50%
2	Liability	58,381	62,760	4,379	7.50%
3	Auto	5,838	6,276	438	7.50%
4	Workers' Comp.	449,100	482,783	33,683	7.50%
5	LFC		106,151	106,151	100.00%
6	Subtotal - Claims	571,281	720,279	148,998	26.08%
7					
8 Premiums					
9	CEL JIF	601,321	490,033	(111,288)	-18.51%
10					
11	SubTotal Premiums	601,321	490,033	(111,288)	-18.51%
12	Total Loss Fund	1,172,602	1,210,312	37,710	3.22%
13					
14 II. Expenses, Fees & Contingency					
15					
16	Claims Adjustment	22,889	23,347	458	2.00%
17	Safety Director	0	0	0	0.00%
18	General Expense				
19	Exec. Director	34,817	35,513	696	2.00%
20	Actuary	7,803	7,959	156	2.00%
21	Auditor	7,803	7,959	156	2.00%
22	Attorney	0	0	0	0.00%
23	Treasurer	0	0	0	0.00%
24					
25					
26	Misc. Expense & Contingency	27,839	27,839	0	0.00%
27					
28	Total Fund Exp & Contingency	101,151	102,617	1,466	1.45%
29	Risk Managers	0	0	0	0.00%
30					
31					
32	XS JIF Ancillary Coverage				
33	POL/EPL	99,068	99,068	0	0.00%
34	XS POL/EPL	0	0	0	0.00%
35	Excess Liability	34,752	35,795	1,043	3.00%
36	Crime Program	3,342	3,409	67	2.00%
37	Medical Malpractice	30,907	30,907	0	0.00%
38	Pollution Liability	0	0	0	0.00%
39	Employed Lawyers Liab	0	0	0	0.00%
40	Cyber Liability/Special Coverages	13,780	13,780	0	0.00%
41	XS Flood 10x40		2,132	2,132	100.00%
42	Aviation		959	959	100.00%
43					
44	Total FUND Disbursements	1,455,602	1,498,979	43,377	2.98%

12/3/2015

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NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive – Suite 216
Parsippany, NJ 07054-4412
Telephone (201) 881-7632 Fax (201) 881-7633

Date: October 22, 2015
To: Executive Committee
Salem County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

2016 Budget: Executive Director reported a sub-committee comprised of Commissioners White, Mecouch and Kelly met on October 15, 2016 to review the preliminary 2016 budget before it was presented at today's meeting.

Executive Director reviewed the budget presentation, which included exhibits with expiring general/auto liability and workers' compensation Self-Insured Retentions (SIR), as well as, options to maintain the general/auto retentions and increase the workers' compensation retention as follows:

- **Retentions as Current Expiring Program**
 - **GL/AL** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000 and ACIC at \$500,000.*
 - **WC** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000, Ocean County at \$750,000 and ACIC at \$750,000.*

- **Retention Option #1 Maintain GL/AL SIR & Increase WC SIR**
 - **GL/AL** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000 and ACIC at \$500,000.*
 - **WC** – Increase \$250,000 to \$300,000 for all members. *Exception is Hudson County at \$750,000, Ocean County at \$750,000, ACIC at \$750,000 and SCIC at \$250,000.*

- **Retention Option #2 Increase GL/AL & Increase WC SIR**
 - **GL/AL** – Increase from \$250,000 to \$300,000. *Exceptions are Hudson County at \$750,000, ACIC at \$500,000 and SCIC at \$250,000.*
 - **WC** – Increase from \$250,000 to \$300,000 for all members. *Exception is Hudson County at \$750,000, Ocean County at \$750,000, ACIC at \$750,000 and SCIC at \$250,000.*

The Board of Fund Commissioners reviewed and agreed to the sub-committee's recommendation to proceed with option #1 and increase the workers' compensation retention from \$250,000 to \$300,000 with the noted exemptions. The Board of Fund Commissioners made a motion to introduce on first reading the 2016 Budget and to schedule a public hearing on November 19, 2015 at 1:00PM at the Camden County College Emergency Regional Training Center – Room RETC129 in Blackwood, NJ.

Dividend: Executive Director reported the sub-committee reviewed available dividend options and made a recommendation to release a dividend of \$150,000 from Fund Year 2010 based on the allowable dividends per State Regulations at the last audit of 12/31/14. The Board of Fund Commissioners adopted a resolution authorizing the release of a dividend subject to state approval.

Actuary: Fund Attorney reported the fund's contract with The Actuarial Advantage expired and the fund office was directed to issue a Request for Price Quotes, which was advertised and sent to three firms to provide a respond by October 21, 2015. Fund Attorney reported that The Actuarial Advantage was the only firm to respond and a resolution appointing the firm would be prepared for the next meeting.

2016 Renewal: Underwriting Manager reported his office is following up with members for any outstanding applications required on the various ancillary coverages.

Claims Status/Other Claim Matters: The Board of Fund Commissioners adopted a resolution authorizing the need for closed session; AmeriHealth Casualty Services discussed claims with large open reserves during Closed Session.

Risk Control: Safety Director's report included the risk control activities from September through November 2015.

Next Meeting: The next scheduled meeting of the NJCE fund is November 19, 2015 at 1:00PM at the Camden County Emergency Training Center. If a meeting is scheduled in the interim then a notice will be sent to members, advertised and posted on the fund's website.

SALEM COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF		August 31, 2015			
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	120,980	967,834	3,222,630	4,190,464
2.	CLAIM EXPENSES				
	Paid Claims	60,835	353,901	1,044,566	1,398,467
	Case Reserves	(10,852)	112,344	443,951	556,294
	IBNR	79,797	208,329	286,689	495,018
	Discounted Claim Value	(3,094)	1,935	(46,951)	(45,015)
	TOTAL CLAIMS	126,686	676,509	1,728,255	2,404,764
3.	EXPENSES				
	Excess Premiums	64,943	519,546	1,689,146	2,208,692
	Administrative	6,037	48,864	161,746	210,610
	TOTAL EXPENSES	70,980	568,410	1,850,892	2,419,302
4.	UNDERWRITING PROFIT (1-2-3)	(76,687)	(277,084)	(356,517)	(633,601)
5.	INVESTMENT INCOME	1	8	2	10
6.	PROFIT (4 + 5)	(76,685)	(277,076)	(356,515)	(633,591)
7.	CEL APPROPRIATION CANCELLATION	0	0	1,259	1,259
8.	INVESTMENT IN JOINT VENTURE	2,217	618	49,989	50,607
9.	SURPLUS (6 + 7 + 8)	(74,468)	(276,458)	(305,267)	(581,725)
SURPLUS (DEFICITS) BY FUND YEAR					
	2012	(237)	725	(110,295)	(109,570)
	2013	(392)	(153,178)	(76,854)	(230,032)
	2014	(40,445)	(92,396)	(118,118)	(210,514)
	2015	(33,394)	(31,610)		(31,610)
	TOTAL SURPLUS (DEFICITS)	(74,468)	(276,458)	(305,267)	(581,725)
TOTAL CASH					
					480,090
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2012					
	Paid Claims	1,001	34,080	173,588	207,668
	Case Reserves	(1,001)	(38,892)	45,265	6,373
	IBNR	407	(1,164)	8,648	7,484
	Discounted Claim Value	26	3,327	(3,937)	(610)
	TOTAL FY 2012 CLAIMS	434	(2,649)	223,564	220,915
FUND YEAR 2013					
	Paid Claims	4,228	97,186	536,291	633,477
	Case Reserves	(4,228)	49,324	215,490	264,814
	IBNR	1,366	1,029	100,924	101,953
	Discounted Claim Value	95	5,633	(20,122)	(14,489)
	TOTAL FY 2013 CLAIMS	1,461	153,172	832,583	985,755
FUND YEAR 2014					
	Paid Claims	5,876	89,105	334,687	423,792
	Case Reserves	(5,426)	(23,888)	183,195	159,307
	IBNR	41,326	17,875	177,117	194,992
	Discounted Claim Value	(1,267)	8,003	(22,891)	(14,888)
	TOTAL FY 2014 CLAIMS	40,509	91,095	672,108	763,203
FUND YEAR 2015					
	Paid Claims	49,730	133,529		133,529
	Case Reserves	(197)	125,801		125,801
	IBNR	36,698	190,588		190,588
	Discounted Claim Value	(1,948)	(15,028)		(15,028)
	TOTAL FY 2015 CLAIMS	84,282	434,891	0	434,891
COMBINED TOTAL CLAIMS		126,686	676,509	1,728,255	2,404,764

SALEM COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF September 30, 2015					
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	121,008	1,088,842	3,222,630	4,311,472
2.	CLAIM EXPENSES				
	Paid Claims	46,760	400,661	1,044,566	1,445,227
	Case Reserves	4,356	116,700	443,951	560,650
	IBNR	(147,934)	60,395	286,689	347,084
	Discounted Claim Value	21,628	23,563	(46,951)	(23,387)
	TOTAL CLAIMS	(75,190)	601,319	1,728,255	2,329,574
3.	EXPENSES				
	Excess Premiums	64,972	584,518	1,689,146	2,273,664
	Administrative	6,035	54,899	161,746	216,645
	TOTAL EXPENSES	71,007	639,417	1,850,892	2,490,309
4.	UNDERWRITING PROFIT (1-2-3)	125,190	(151,894)	(356,517)	(508,411)
5.	INVESTMENT INCOME	1	9	2	11
6.	PROFIT (4 + 5)	125,191	(151,885)	(356,515)	(508,400)
7.	CEL APPROPRIATION CANCELLATION	0	0	1,259	1,259
8.	INVESTMENT IN JOINT VENTURE	(5,159)	(4,541)	49,989	45,448
9.	SURPLUS (6 + 7 + 8)	120,032	(156,426)	(305,267)	(461,693)
SURPLUS (DEFICITS) BY FUND YEAR					
	2012	(1,565)	(839)	(110,295)	(111,134)
	2013	7,512	(145,665)	(76,854)	(222,519)
	2014	43,221	(49,175)	(118,118)	(167,293)
	2015	70,864	39,254		39,254
	TOTAL SURPLUS (DEFICITS)	120,032	(156,426)	(305,267)	(461,693)
TOTAL CASH					
					428,017
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2012					
	Paid Claims	4,679	38,759	173,588	212,347
	Case Reserves	(647)	(39,539)	45,265	5,726
	IBNR	(3,244)	(4,408)	8,648	4,240
	Discounted Claim Value	258	3,585	(3,937)	(352)
	TOTAL FY 2012 CLAIMS	1,046	(1,603)	223,564	221,961
FUND YEAR 2013					
	Paid Claims	1,042	98,227	536,291	634,518
	Case Reserves	15,958	65,282	215,490	280,772
	IBNR	(32,981)	(31,952)	100,924	68,972
	Discounted Claim Value	5,634	11,267	(20,122)	(8,855)
	TOTAL FY 2013 CLAIMS	(10,347)	142,825	832,583	975,408
FUND YEAR 2014					
	Paid Claims	31,641	120,747	334,687	455,434
	Case Reserves	(16,696)	(40,584)	183,195	142,611
	IBNR	(66,352)	(48,476)	177,117	128,641
	Discounted Claim Value	7,607	15,610	(22,891)	(7,281)
	TOTAL FY 2014 CLAIMS	(43,799)	47,296	672,108	719,404
FUND YEAR 2015					
	Paid Claims	9,398	142,928		142,928
	Case Reserves	5,740	131,541		131,541
	IBNR	(45,357)	145,231		145,231
	Discounted Claim Value	8,129	(6,899)		(6,899)
	TOTAL FY 2015 CLAIMS	(22,090)	412,801	0	412,801
COMBINED TOTAL CLAIMS		(75,190)	601,319	1,728,255	2,329,574

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
AS OF September 30, 2015					
ALL YEARS COMBINED					
	THIS	YTD	PRIOR	FUND	
	MONTH	CHANGE	YEAR END	BALANCE	
1.	UNDERWRITING INCOME	1,789,817	16,009,802	54,944,240	70,954,042
2.	CLAIM EXPENSES				
	Paid Claims	42,802	489,212	411,505	900,717
	Case Reserves	206,069	1,794,326	683,536	2,477,860
	IBNR	45,275	616,288	8,429,959	9,046,247
	Discounted Claim Value	553,530	539,349	(1,189,781)	(650,431)
	TOTAL CLAIMS	847,676	3,439,176	8,335,219	11,774,394
3.	EXPENSES				
	Excess Premiums	1,292,421	11,602,566	36,749,433	48,351,999
	Administrative	132,070	1,189,509	4,081,008	5,270,517
	TOTAL EXPENSES	1,424,491	12,792,075	40,830,441	53,622,516
4.	UNDERWRITING PROFIT (1-2-3)	(482,350)	(221,449)	5,778,580	5,557,132
5.	INVESTMENT INCOME	2,191	21,600	152,545	174,145
6.	PROFIT (4+5)	(480,159)	(199,849)	5,931,125	5,731,277
7.	Cancelled Appropriations	0	0	607,551	607,551
8.	SURPLUS (6-7)	(480,159)	(199,849)	5,323,574	5,123,726
SURPLUS (DEFICITS) BY FUND YEAR					
	2010	(7,008)	101,903	680,166	782,069
	2011	(27,404)	109,915	994,756	1,104,671
	2012	(89,586)	(422,141)	822,655	400,514
	2013	(110,933)	(111,190)	1,310,706	1,199,516
	2014	(74,721)	(243,038)	1,515,291	1,272,253
	2015	(170,507)	364,702		364,702
	TOTAL SURPLUS (DEFICITS)	(480,159)	(199,849)	5,323,574	5,123,725
	TOTAL CASH				13,131,916
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2010					
	Paid Claims	2,544	20,229	142,195	162,424
	Case Reserves	(2,544)	(23,055)	24,085	1,030
	IBNR	(3,643)	(127,174)	463,719	336,545
	Discounted Claim Value	10,840	29,905	(41,484)	(11,579)
	TOTAL FY 2010 CLAIMS	7,197	(100,095)	588,515	488,420
FUND YEAR 2011					
	Paid Claims	0	0	144,097	144,097
	Case Reserves	0	259,102	2,671	261,773
	IBNR	(12,142)	(444,102)	1,113,232	669,130
	Discounted Claim Value	39,886	78,311	(121,623)	(43,312)
	TOTAL FY 2011 CLAIMS	27,744	(106,689)	1,138,377	1,031,688
FUND YEAR 2012					
	Paid Claims	34,037	336,862	125,213	462,075
	Case Reserves	(35,182)	254,184	653,695	907,879
	IBNR	5,886	(316,046)	1,521,091	1,205,045
	Discounted Claim Value	85,263	151,233	(240,518)	(89,285)
	TOTAL FY 2012 CLAIMS	90,004	426,233	2,059,481	2,485,714
FUND YEAR 2013					
	Paid Claims	4,899	15,416	0	15,416
	Case Reserves	(4,898)	445,556	2,025	447,581
	IBNR	1,592	(535,972)	2,322,975	1,787,003
	Discounted Claim Value	109,897	193,892	(311,625)	(117,733)
	TOTAL FY 2013 CLAIMS	111,491	118,892	2,013,375	2,132,267
FUND YEAR 2014					
	Paid Claims	1,322	116,705	0	116,705
	Case Reserves	(1,321)	282,479	1,058	283,537
	IBNR	(99,608)	(424,358)	3,008,942	2,584,584
	Discounted Claim Value	174,988	296,313	(474,530)	(178,217)
	TOTAL FY 2014 CLAIMS	75,381	271,139	2,535,470	2,806,609
FUND YEAR 2015					
	Paid Claims	0	0		0
	Case Reserves	250,014	576,060		576,060
	IBNR	153,190	2,463,940		2,463,940
	Discounted Claim Value	132,656	(210,305)		(210,305)
	TOTAL FY 2015 CLAIMS	535,859	2,829,695	0	2,829,695
	COMBINED TOTAL CLAIMS	847,676	3,439,176	8,335,218	11,774,394

**Salem County Insurance Commission
CLAIM ACTIVITY REPORT**

AS OF					
COVERAGE LINE - PROPERTY					
CLAIM COUNT - OPEN CLAIMS					
Year	2012	2013	2014	2015	TOTAL
September-15	0	0	0	6	6
October-15	0	0	0	3	3
NET CHGE	0	0	0	-3	-3
Limited Reserves					\$3,706
Year	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$15,000	\$15,000
October-15	\$0	\$0	\$0	\$11,119	\$11,119
NET CHGE	\$0	\$0	\$0	(\$3,881)	(\$3,881)
Ltd Incurred	\$0	\$45,689	\$0	\$96,475	\$142,164
COVERAGE LINE - GENERAL LIABILITY					
CLAIM COUNT - OPEN CLAIMS					
Year	2012	2013	2014	2015	TOTAL
September-15	0	6	11	15	32
October-15	0	6	10	16	32
NET CHGE	0	0	-1	1	0
Limited Reserves					\$9,467
Year	2012	2013	2014	2015	TOTAL
September-15	\$0	\$187,500	\$56,497	\$49,506	\$293,503
October-15	\$0	\$188,500	\$63,945	\$50,506	\$302,951
NET CHGE	\$0	\$1,000	\$7,448	\$1,000	\$9,448
Ltd Incurred	\$313	\$204,648	\$104,958	\$104,958	\$414,878
COVERAGE LINE - AUTO LIABILITY					
CLAIM COUNT - OPEN CLAIMS					
Year	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	0
October-15	0	0	0	0	0
NET CHGE	0	0	0	0	0
Limited Reserves					#DIV/0!
Year	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$0
October-15	\$0	\$0	\$0	\$0	\$0
NET CHGE	\$0	\$0	\$0	\$0	\$0
Ltd Incurred	\$0	\$3,558	\$4,002	\$0	\$7,559
COVERAGE LINE - WORKERS COMP.					
CLAIM COUNT - OPEN CLAIMS					
Year	2012	2013	2014	2015	TOTAL
September-15	2	6	9	18	35
October-15	2	7	9	11	29
NET CHGE	0	1	0	-7	-6
Limited Reserves					\$9,865
Year	2012	2013	2014	2015	TOTAL
September-15	\$5,726	\$93,273	\$86,114	\$67,035	\$252,148
October-15	\$3,591	\$97,780	\$147,212	\$37,515	\$286,098
NET CHGE	(\$2,135)	\$4,508	\$61,098	(\$29,520)	\$33,951
Ltd Incurred	\$217,843	\$670,424	\$589,502	\$147,213	\$1,624,983
TOTAL ALL LINES COMBINED					
CLAIM COUNT - OPEN CLAIMS					
Year	2012	2013	2014	2015	TOTAL
September-15	2	12	20	39	73
October-15	2	13	19	30	64
NET CHGE	0	1	-1	-9	-9
Limited Reserves					\$9,378
Year	2012	2013	2014	2015	TOTAL
September-15	\$5,726	\$280,773	\$142,611	\$131,541	\$560,651
October-15	\$3,591	\$286,280	\$211,157	\$99,140	\$600,169
NET CHGE	(\$2,135)	\$5,508	\$68,546	(\$32,401)	\$39,518
Ltd Incurred	\$218,157	\$924,319	\$698,462	\$348,647	\$2,189,584

SALEM COUNTY INSURANCE FUND COMMISSION

Re: VERY IMPORTANT – Timely Reporting to “Discovery” or “Claims Made and Reported” Policies Prior to 12/31/15 Expiration Date

As a reminder, the Public Officials & Employment Practices Policy, the Medical Professional & General Liability Policy, and the Crime Policy (see attached schematic for policy information), as well as the Cyber Liability Policy¹ (Policy # 025808034) are set to expire on 12/31/15. These policies, or portions of these policies, provide coverage on a “discovery” or “claims made and reported” basis. **With these types of coverage, any loss discovered or claim made against you MUST be reported during the same policy year within which you discovered the loss or received the claim.** Therefore, it is imperative that any claim, potential claim, or facts and circumstances that may give rise to a claim be reported to your insurance company prior to the policy expiration.

You should refer to the terms and conditions in your complete policies for the specific reporting requirements and coverage triggers for these policies. Generally, with respect to the Public Officials & Employment Practices Policy, the claims involve allegations of a wrongful act committed by an insured. With respect to the Medical Professional & General Liability Policy, the claims involve allegations of injury/damages caused by a medical professional. With respect to the Crime Policy, claims generally involve allegations of theft. Finally, with respect to the Cyber Liability Policy, claims typically involve allegations of a security failure or a privacy event.

Please conduct a review “sweep” of any Public Officials & Employment Practices Liability, Medical Professional & General Liability, Crime, or Security & Privacy Liability claims, suits, and/or incidents of which you (or anyone else in your organization) may be aware, which need to be reported to the carrier prior to the expiration date of 12/31/15. Please keep in mind that these policies are “discovery” or “claims made and reported” policies, and failure to timely report a discovered loss or claim (or potential claim of which you are aware) is likely to result in a denial of coverage from the insurance carrier. With regard to each of the above-referenced policies, the applicable policy period is 1/1/15 to 12/31/15. Given that the expiration of the policies falls during a holiday time period, please follow your usual claim reporting procedures, and provide notice to your Risk Manager, AJM Insurance Management, no later than 12/18/15 to ensure timely reporting prior to the expiration of the policy period.

Please contact Danielle Batchelor at Conner Strong & Buckelew if you have any questions or concerns. Danielle can be reached by email dbatchelor@connerstrong.com or phone at 267-702-1427.

¹ Note that the Security and Privacy Liability Coverage Section of the Cyber Liability Policies is written on a claims made and reported basis.



\$10,000,000	Lexington Insurance Company \$10,000,000 each claim/\$10,000,000 aggregate excess of Member Entity Self Insured Retention Policy #024064410
Various	Member Entity Self Insured Retention See Below
	Public Officials Liability & Employment Practices Liability

NOTE: The Lexington Insurance Company policy's limits are shared by each member entity of the Salem County Insurance Commission.

Member Entities & Self Insured Retentions:

#	Entity	SIR Each Claim - All Other	SIR Each Claim - EPLI
1	Salem County	\$50,000	\$75,000

\$11,000,000	Lexington Insurance Company \$30,000,000 per claim/\$20,000,000 aggregate Excess Medical Professional & General Liability					
\$1,000,000	Lexington Insurance Company Camden County Insurance Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617	Lexington Insurance Company Gloucester County Insurance Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617	Lexington Insurance Company Burlington County Insurance Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617	Lexington Insurance Company Cumberland County Insurance Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617	Lexington Insurance Company Salem County Insurance Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617	Lexington Insurance Company Mercer County Insurance Fund Commission \$1,000,000 per claim/\$1,000,000 aggregate Medical Professional & General Liability Policy #0796617
Various	Member Entity Self Insured Retention See Below	Member Entity Self Insured Retention See Below	Member Entity Self Insured Retention See Below	Member Entity Self Insured Retention See Below	Member Entity Self Insured Retention See Below	Member Entity Self Insured Retention See Below
Medical Professional & General Liability						

NOTES:

- (a) All Primary policy aggregate limits are shared by each member entity of each Commission.
- (b) The Excess policy aggregate limit is shared by all member Commissions and their member entities. Mercer County elected not to purchase the Excess limits.
- (c) Only physicians scheduled are included in the above limits (see schedule below).

Member Entities & Self Insured Retentions:

#	Entity	SIR Each Claim
1	Camden County: Clinic	\$5,000
2	Camden County College: Allied Nursing Programs	\$5,000
3	Camden County Health Services Center: Behavioral Health Operations - Divested Operation LTC Operations - Divested Operation	\$50,000 PL / \$25,000 GL
4	Gloucester County: Department of Corrections Division of Education & Disability Division of Senior Services Department of Health Services	\$25,000
5	Rowan College at Gloucester County: Allied Health Programs	\$5,000
6	Gloucester County Improvement Authority dba Shady Lane Nursing Home	\$10,000
7	Gloucester County Prosecutor's Office (Sexual Assault Nurse Examiners)	\$5,000
8	Gloucester County Emergency Response Center	\$10,000
9	Burlington County: Department of Health Buttonwood Hospital - Divested Operation	\$5,000
11	Cumberland County: Department of Health (Outpatient Clinic) Department of Corrections Department of Human Services - Division of Mental Health & Addiction Services	\$50,000
12	Cumberland County - Sexual Assault Nurse Examiners (SANE)	\$50,000

Member Entities & Self Insured Retentions (cont.):

#	Entity	SIR Each Claim
13	Salem County: Department of Health (Clinic)	\$5,000
	Department of Corrections (Prison Infirmary)	\$25,000
14	County of Mercer Medical Reserves Corps	\$2,500
15	Employed Nurses of Mercer County Correctional Facilities	\$25,000
16	Scheduled Physicians:	\$5,000
	Charles F. Siebert, Jr. (GC)	
	Gerald A. Feigin (CC, SC, GC)	
	Jonathan Briskin (GC)	
	Josette Palmer (GC)	
	Ian Hood (BC)	
	Richard Sharpe (BC)	
	Cecily Chase Blanchard (BC)	
	Erika Salminen (GCC)	
	Shannon White (GCC)	
	Daksha Shah (MC)	
Raafat Ahmad (MC)		



- | | | | | | | | |
|--------------------------------------|---|---|---|---|--|---|---|
| Member Entities:
1. Camden County | Member Entities:
2. Ocean County | Member Entities:
6. County of Atlantic (Including Meadowview Nursing Home) | Member Entities:
7. Union County (Including Union County Board of Social Services and Runnels) | Member Entities:
11. Camden County Health Services Center | Member Entities:
15. Cumberland County Board of Social Services | Member Entities:
16. Camden County Municipal Utilities Authority | Member Entities:
28. Burlington County Bridge Commission |
| | 3. Ocean County Library Commission
4. Ocean County Mosquito Determination Commission
5. Ocean County Private Industry Council, Inc. | | 8. Cumberland County
9. Mercer County
10. Hudson County | 12. Gloucester County
13. Mercer County Improvement Authority
14. Atlantic County Utilities Authority | | 17. Camden County Board of Social Services
18. Camden County College
19. Camden County College Foundation
20. Camden County Pollution Control Financing Authority
21. Rowan College at Gloucester County
22. Gloucester County Utilities Authority
23. Gloucester County Library Commission
24. Gloucester County Improvement Authority
25. Burlington County (Including Burlington County Board of Social Services)
26. Salem County
27. Atlantic County Improvement Authority | |

RESOLUTION NO. 26 -15

**SALEM COUNTY INSURANCE FUND COMMISSION
DECEMBER 2015 BILLS LIST**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Salem County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000136			
000136	BOWMAN & COMPANY LLP	AUDITOR FEE 2014 - 10/20/15	4,650.00
			4,650.00
		TOTAL PAYMENTS FY 2014	4,650.00

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000137			
000137	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 09/2015	1.42
000137	PERMA RISK MANAGEMENT SERVS	EXECUTIVE DIRECTOR FEE 4TH QTR 2015	8,704.25
000137	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 07/2015	1.64
			8,707.31
000138			
000138	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 4TH QTR 2015	1,950.75
			1,950.75
000139			
000139	COUNTY OF SALEM	REIMBURSE FOR ADVERTISING - 8/27/15	105.38
			105.38
000140			
000140	AJM INSURANCE MANAGEMENT	RMC FEE 4TH QTR 2015	2,500.00
			2,500.00
		TOTAL PAYMENTS FY 2015	13,263.44

TOTAL PAYMENTS ALL FUND YEARS \$ 17,913.44

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

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

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: November 30, 2015

**October – December 2015
RISK CONTROL ACTIVITIES**

MEETINGS ATTENDED / LOSS CONTROL VISITS CONDUCTED

- **October 1:** Attended the SCIC meeting in Salem.
- **October 20:** Attended the SCIC Claims Committee meeting via conference call.
- **November 12:** Attended a SCIC Special Events preparation meeting in Salem.
- **November 17:** Attended the SCIC Claims Committee meeting via conference call.

UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED

- **December 10:** Plan to attend the SCIC meeting in Salem.

CEL VIDEO LIBRARY

No videos were utilized by SCIC during 2014 & 2015.

F I R S T

MCO

First Managed Care Option

119 Littleton Road, Parsippany, NJ 07054

Tel: (973)257-5200 Fax: (973)257-2288

October 01, 2015

Terry Sheerin

Inservco

3150 Brunswick Pike

LAWRENCEVILLE, NJ 08648

Re: Monthly Reports

Dear Terry Sheerin:

Enclosed please find the monthly reports for **SALEM COUNTY INS FUND**, which include the following:

- Savings Report for September, 2015

There were no appeals processed during the month of September

If you have any questions, or if I can be of additional assistance, please contact me at 973-257-5246.

Sincerely,

Tom Mooney

President

Enclosure

CC : Veronica George, Inservco

Roby Walcoff, SALEM COUNTY INS FUND

Nancy Fowlkes, Inservco

Karen Read, SALEM COUNTY INS FUND



First Managed Care Option, Inc.

First MCO Bill Review Services
SALEM COUNTY INS FUND
Medical Savings by Month
NJ

Month of Reprice Service	Provider Billed Amount	First MCO Repriced	U & C / Fee Schedule	Savings	% of Savings	# of Bills	In Network	Out Of Network	% PPO Penetration	# of Appeals	FMCO Fee
Total 2013	\$358,432	\$148,272	\$244,402	\$210,160	59%	238	188	50	79%	0	\$42,032
Total 2014	\$559,839	\$242,972	\$459,691	\$316,867	57%	279	226	53	81%	0	\$62,318
Jan-15	\$4,039	\$2,323	\$3,613	\$1,716	42%	7	5	2	71%	0	\$343
Feb-15	\$30,023	\$20,738	\$25,426	\$9,285	31%	19	15	4	79%	0	\$1,857
Mar-15	\$11,290	\$6,559	\$11,211	\$4,731	42%	13	10	3	77%	0	\$946
Apr-15	\$4,185	\$3,017	\$4,743	\$1,168	28%	14	13	1	93%	0	\$234
May-15	\$26,192	\$14,964	\$26,237	\$11,228	43%	13	12	1	92%	0	\$2,246
Jun-15	\$8,358	\$5,070	\$7,878	\$3,288	39%	13	10	3	77%	0	\$658
Jul-15	\$60,819	\$45,670	\$61,849	\$15,148	25%	31	26	5	84%	0	\$3,030
Aug-15	\$14,055	\$25,768	\$98,318	-\$11,713	-83%	32	21	11	66%	1	-\$1,821
Sep-15	\$34,414	\$12,619	\$33,352	\$21,795	63%	20	7	13	35%	0	\$4,359
Total 2015	\$193,374	\$136,729	\$272,627	\$56,645	29%	162	119	43	73%	1	\$11,851
Total to Date	\$1,111,645	\$527,973	\$976,720	\$583,672	53%	679	533	146	78%	1	\$116,200

F I R S T

MCO

First Managed Care Option

119 Littleton Road, Parsippany, NJ 07054

Tel: (973)257-5200 Fax: (973)257-2288

November 03, 2015

Terry Sheerin

Inservco

3150 Brunswick Pike

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Enclosure

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Sep-15	\$34,414	\$12,619	\$33,352	\$21,795	63%	20	7	13	35%	0	\$4,359
Oct-15	\$12,704	\$6,605	\$10,376	\$6,099	48%	24	24	0	100%	0	\$1,146
Total 2015	\$206,078	\$143,334	\$283,003	\$62,744	30%	186	143	43	77%	1	\$12,997
Total to Date	\$1,124,349	\$534,578	\$987,096	\$589,771	52%	703	557	146	79%	1	\$117,346

Report Run Date:11/03/2015

SCI



APPENDIX I – MEETING MINUTES

**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 Bradford Stokes Karen A. Read
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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 15th 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 1st 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 DISCLOSURE 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

Minutes prepared by: Karen A. Read, Assisting Secretary