

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – June 6, 2013
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
Evern Ford	Present
Katie Coleman	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
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Treasurer	Katie Coleman
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Attorney	Michael Mulligan
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CEL Underwriting Manager	Conner Strong & Buckelew
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Claims Service	Inservco Megan Callahan Veronica George
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	Conner Strong & Buckelew Robyn Walcott Michelle Leighton
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Risk Management Consultant	Cettei & Connell Insurance David Strout
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Safety Director	JA Montgomery Risk Control Glenn Prince
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ALSO PRESENT:

Cathy Dodd, Conner Strong & Buckelew
Jessica Foote, Salem County

APPROVAL OF MINUTES: OPEN SESSION OF APRIL 4, 2013 AND MAY 20, 2013

**MOTION TO APPROVE THE OPEN MINUTES OF APRIL 4, 2013 AND
MAY 20, 2013**

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Certificate of Insurance Issuance Report: Executive Director reported the monthly Certificate of Insurance Issuance Report from the CEL was included on page 3 of the agenda. There were 3 certificates of insurance issued during the period of March 29, 2013 through May 21, 2013.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Ford
Second: Commissioner Coleman
Vote: Unanimous

2013 Property & Casualty Assessments: Executive Director reported second assessment invoices for 2013 are due on July 15, 2013. The third assessment of 30% is due on September 15, 2013 and the third assessment of 30% is due on September 15, 2013. Assessment invoices will be sent at the appropriate time.

2013 Financial Disclosure Statements – Executive Director reported the Department of Community Affairs has implemented an online filing system for the Local Disclosure Forms. Commissioners will now need to submit a form for the Commission separately from the form you submit for your employer (County, Town or Authority). The Fund office distributed an e-mail to the Commissioners with instructions for the online procedure. The link for the website is: <http://www.nj.gov/dca/divisions/dlgs/resources/fds.html>. The deadline for filing the electronic form was May 31, 2013. Executive Director said with the State changing the procedures it has been a trying time. If you have not filed your form yet there is still time to do so.

NJ Excess Counties Insurance Fund Report (CELJIF) - Executive Director reported the CEL met on May 23, 2013. The CEL Underwriting Manager provided proposals for the remarketing of the Meadowbrook portion of the commercial insurance including the excess general liability, auto

liability, law enforcement liability, workers compensation. The Underwriting Manager secured an 18 month program.

The CEL approved going forward with the replacement program subject to finalizing the terms and conditions of the coverage. The additional cost for the 2013 budget is \$196,714 or 1.53%. The CEL Executive director reported that the fund has enough cash to front the deposit premiums for the replacement program until the return premiums from the terminated program are available.

The Executive Director also noted that if the additional premium is collected from the member commissions for 2013 coverage it will be on an allocated basis and not due until 2014. The Commissioners from the CEL voted unanimously to approve this. A lot of work was put into this and everyone involved should be commended, especially with everything that is happening on the property side this was our best option.

2012 Audit – Executive Director reported the auditor is in the process of preparing the 2012 Fund Year Audit. When the audit is completed Mr. Jim Miles of Bowman & Company will be asked to attend the meeting to review his report with the Commissioners. Executive Director said there did not appear to be any recommendations and once it is finalized the audit will be sent to all the commissioners. We may be able to approve by special meeting conference call or at the next regular scheduled meeting.

Financial Fast Track – Included on page 7 of the agenda is the first Financial Fast Track for the Salem County Insurance Fund Commission. This will be a monthly report that is a snap shot of the financial strength of the Insurance Commission. As of March 31, 2013 the Commission has a statutory surplus of \$83,375. Line 7 of the report, “Investment in Joint Venture” is the Commission’s share of the equity in the CEL. Executive Director said for a fund that has been in effect for only 7 months the statutory surplus of \$83, 375 the fund is in good shape. There still is an outstanding 2012 assessment payment that is due to the CEL. Executive Director said he will be in touch with CEL to see if the Fund can make payments on the 2012 assessment over 2014 and 2015 fund years and will report back to members.

SAFETY COMMITTEE REPORT:

Safety Director reported the Safety Committee met on May 22, 2013 and plan to meet again on July 24th. At the Safety Committee meeting plans were ironed out for future training to activate our emergency action plan for the entire county. Safety Director said the balance of his report will be covered in the Safety Director’s report.

CLAIMS COMMITTEE REPORT

Claims Manager said is one PAR that is up for approval and a special committee meeting was held for that on May 20th. There has not been another claims meeting since then or any other claims

activity. The next claims meeting will be held on Thursday, June 20th at 9:30 am and will be held in person.

TREASURER:

REPORT: Executive Director reported the June Bills List was included in the agenda and should be recommended for approval. The Treasurer reported there were not sufficient funds in the Commission account due to the fact that the County has not paid their assessment at this time. It is anticipated that the payment will be made on or before July 15, 2013. Chairman Vanderslice suggested that the bills list be approved contingent upon the County paying the assessment by July 15, 2013.

MOTION TO APPROVE RESOLUTION 15-13 JUNE 2013 BILLS LIST IN THE AMOUNT OF \$304,924.59 AS AMENDED

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

CEL SAFETY DIRECTOR REPORT

Safety Director reported all the safety and risk control activities were included in the agenda. In regard to the emergency action plan there are two fire drills planned for this month. On June 11th and June 18th there will be floor captains training for those responsible for their particular buildings. There will be power point presentation to cover the federal standard and what the county expects of those individuals and safe exit from the buildings. Risk Manager Strout said we will also be covering lockdown or shelter in place and we are completing a listing of all employees and their cell numbers set up in our emergency system for those purposes. In response to Chairman Vanderslice, Safety Director said there will be a specific location for everyone to meet so they can be accounted for and all employees will know where to rally and where to responded to so they can receive instructions on when they can return to the building. All of this information is included in the action plan.

OLD BUSINESS: None

NEW BUSINESS:

Worker's Comp Claims: Commissioner Ford said he has found that some of the worker's comp doctors seem to be employee friendly. They seem to be asking the employees what is wrong with them and what type of treatment do they need, and this needs to be addressed. Attorney Mulligan said it seems to be a philosophy issue and by having the right kind of philosophy in connection with the intake evaluation on a work related injury, we can separate the wheat from the chaff. At this time it is going the wrong way with the present vendor. Veronica George said the CEL is doing a seminar for all of the panel doctors in the five commissions. All of the panel doctors or encouraged to attend. At this seminar Dr. Dwyer is going to review how important the first stop is in regards to

the patient history. Right now the County is using Life Care and this seems to be an ongoing issue with regards to getting patient history. Michelle Leighton said that education is an important factor but it may be time to explore other options. It may be beneficial to set up a meeting with WorkNet to have them come in and speak about their capabilities. If the current facility is not aligning with your aggressive stance on managing claims and return to work then it may be time to take a look elsewhere. Michelle Leighton said they will coordinate a meeting with WorkNet and will follow up with the commissioners in that regard.

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Coleman
Vote:	Unanimous

MEETING ADJOURNED: 9:21 AM

NEXT MEETING WILL BE THURSDAY, August 1, 2013 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary