

**SALEM COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
NOVEMBER 8, 2012 – 9:00 AM**

**COUNTY ADMINISTRATION BUILDING
94 MARKET STREET
SALEM, NJ 08079**

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 Today's Sunbeam 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: NOVEMBER 8, 2012 - 9 AM
94 MARKET STREET
SALEM, NJ 08079**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- FLAG SALUTE**
- ROLL CALL OF COMMISSIONERS**
- APPROVAL OF MINUTES: October 11, 2012 Open MinutesAppendix I**

- CORRESPONDENCE - None**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**
- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control
Monthly Report..... Verbal**

- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

- MEETING ADJOURNMENT**
**NEXT SCHEDULED MEETING: _____, 2012, COUNTY
ADMINISTRATION BUILDING 94 MARKET STREET, SALEM, NJ 08079, 10:00
AM**

SALEM COUNTY INSURANCE FUND COMMISSION

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

Date: November 8, 2012

Memo to: Commissioners of the Salem County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- 2012 Property & Casualty Budget Adoption** - At the October 11th meeting of the Fund, the 2012 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 2012 budget appears on page 2.
 - Motion to open the Public Hearing on the 2012 Budget.**
 - Discussion of Budget.**
 - Motion to close the Public Hearing.**
 - Motion to adopt Resolution 16-12 adopting the Budget for the Salem County Insurance Fund Commission as presented for the Commission Year 2012.**

- 2013 Property and Casualty Budget** – Developing a budget for the Salem County Insurance Fund Commission requires the CEL to have a budget to introduce. The CEL premium cost represents around 39% of the Commission budget. The CEL has delayed its budget introduction to allow more time to finalize negotiations with excess insurers and will now introduce its budget on November 9th via a special meeting. The Salem County Insurance Commission 2013 Budget will be introduced at the December meeting.

- 2012 RFQ Criteria Fair & Open Process:** The Fund will be advertising for Request for Qualifications for Fund Actuary and Fund Auditor. A report of the results of the RFQ will be presented at the next meeting.

- Certificate of Insurance Issuance Report:** There were no requests for certificates of insurance during this period.

- Establishing Committees** - Advisory committees are permitted to be appointed per the Rules and Regulations adopted by the Fund. A discussion will be held regarding the Safety and Claims committee.

SALEM COUNTY INSURANCE FUND COMMISSION		
2012 PROPOSED BUDGET		
	Annual Assessment	Pro-Rated 10/15/2012 Assessment
APPROPRIATIONS	Salem County	Salem County
I. Claims and Excess Insurance		
Claims		
Property	55,202	11,797
Liability	55,601	11,882
Auto	5,560	1,188
Workers' Comp.	389,206	83,173
Subtotal - Claims	505,569	108,039
Premiums		
Package		
CEL JIF	532,415	113,776
Property		
Liability		
Auto		
Workers' Comp.		
SubTotal Premiums	532,415	113,776
Total Loss Fund	1,037,984	221,815
II. Expenses, Fees & Contingency		
Claims Adjustment	30,001	6,411
Safety Director		
General Expense		
Exec. Director	33,465	7,151
Actuary	3,386	724
Auditor	3,386	724
Attorney	6,772	1,447
Treasurer	-	-
Underwriting Manager		
Misc. Expense & Contingency	3,066	655
Total Fund Exp & Contingency	80,076	17,112
Risk Managers		
CEL JIF Ancillary Coverage		
POL/EPL	81,547	17,426
XS POL/EPL	-	-
Excess Liability	36,922	7,890
Crime Policy	3,845	822
Medical Malpractice	33,200	7,095
Pollution Liability	3,840	821
Employed Lawyers Liab	-	-
Total FUND Disbursements	1,277,415	272,982

RESOLUTION NO. 16 -12

**SALEM COUNTY INSURANCE FUND COMMISSION
ADOPTION OF THE 2012 BUDGET**

WHEREAS, the Salem County Insurance Fund Commission is required under State regulation to adopt an annual budget in accordance with the Fiscal Affairs Law;

WHEREAS, the Salem County Insurance Fund Commission introduced a 2012 budget totaling \$272,982.00 at its October 11, 2012 regular meeting, advertised the public hearing for Thursday, November 8, 2012 at 9 AM, and conducted a public hearing on November 8, 2012.

NOW, THEREFOR BE IT RESOLVED, by the Board of Commissioners of the Salem County Insurance Commission that is hereby adopts an annual 2012 budget in the amount of \$272,982.00

BE TI FURTHER RESOLVED, that the adopted budget shall be filed with the Commission's member entities and with the New Jersey Department of Banking and Insurance and the New Jersey Department of Community Affairs.

ADOPTED by THE SALEM COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on November 8, 2012.

ADOPTED:

BY: _____
ROBERT VANDERSLICE, CHAIRMAN

ATTEST:

EVERN FORD, VICE CHAIRMAN

Appendix I

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – October 11, 2012
94 MARKET STREET
SALEM, NJ 10:30 AM**

Meeting called to order by Bradford Stokes. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Douglas Wright	Present
Evern Ford	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes Karen A. Read
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ALSO PRESENT:

David Strout, Cettei & Connell
Tom Narolewsk, Cettei & Connell
Glenn Prince, JA Montgomery.

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

ORGANIZATIONAL RESOLUTIONS: Executive Director reported on the necessary Organizational Resolutions for the Salem County Insurance Fund Commission to operate at a Commission effective 10/15/2012.

Resolution 1-12 Certifying the Election of Chairperson and Vice Chairperson

**MOTION TO APPOINT ROBERT VANDERSLICE AS CHAIRPERSON
OF SALEM COUNTY INSURANCE FUND COMMISSION**

Moved:	Commissioner Wright
Second:	Commissioner Ford

**MOTION TO APPOINT EVERN FORD AS VICE CHAIRPERSON OF THE
SALEM COUNTY INSURANCE FUND COMMISSION**

Moved: Commissioner Vanderslice
Second: Commissioner Wright

Resolution 2-12 Appointing a Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2012. Executive Director said the meeting is held quarterly in Blackwood, New Jersey and by conference call. David Strout asked if by the resolution would they be put on the mailing list and to include the risk manager as well. Executive Director said they would be put on the mailing list. The county excess takes care of the claims that hit over the certain layer and since the inception in 2010 they are up to seven claims.

**MOTION TO APPOINT ROBERT VANDERSLICE AS COMMISSIONER
AND DOUGLAS WRIGHT AS ALTERNATE TO THE NEW JERSEY
COUNTIES EXCESS JOINT INSURANCE FUND FOR FUND YEAR 2012**

Moved: Commissioner Ford
Second: Commissioner Wright

Resolution 3-12 Designating the Commission Treasurer

**MOTION TO APPOINT DOUGLAS WRIGHT AS TREASURER
FOR THE SALEM COUNTY INSURANCE FUND COMMISSION**

Moved: Commissioner Vanderslice
Second: Commissioner Ford

Resolution 4-12 Designating the Commission Attorney

The appointment of the Commissioner Attorney has been tabled until the next meeting.

Resolution 5-12 Appointing Commission Secretary

**MOTION TO APPOINT TANESHIA V. HARRIS AS SECRETARY FOR
THE SALEM COUNTY INSURANCE FUND COMMISSION**

Moved: Commissioner Vanderslice
Second: Commissioner Ford

Resolution 6-12 Designating Professional Services of the Executive Director, Risk Manager and Third Party Administrator.

MOTION TO APPOINT PERMA RISK MANAGEMENT SERVICES AS THE EXECUTIVE DIRECTOR

Moved: Commissioner Vanderslice
Second: Commissioner Ford

MOTION TO APPOINT CETTEI & CONNELL AS THE RISK MANAGER

Moved: Commissioner Vanderslice
Second: Commissioner Ford

MOTION TO APPOINT INSERVECO AS THIRD PARTY ADMINISTRATOR

Moved: Commissioner Ford
Second: Commissioner Wright

DISCUSSION: David Stout said Inservco has been the Salem County for a long time and they do a nice job. They will sit in on our claims meetings and they will give you access to their website and you can look at claims at anytime and access right up to date. They are going to prepare all the checks for signature and approval at our claims meeting. So payments will not go out approval of the board. Executive Director said the decision to stay with your current TPA is an excellent one and the transition will be seamless.

Resolution 7-12 Designation Authorized Depositories for Fund Assets

MOTION TO APPOINT FIRST NATIONAL BANK OF ELMER AS THE DESIGNATED DEPOSITORY FOR FUND ASSETS

Moved: Commissioner Vanderslice
Second: Commissioner Ford

Resolution 8-12 Designating Authorized Signatures on Commission Bank Accounts

MOTION TO APPOINT ROBERT VANDERSLICE, DOUGLAS WRIGHT AND EVERN FORD AS UTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS

Moved: Commissioner Vanderslice
Second: Commissioner Ford

Resolution 9-12 Appointing Agent of Service of Process and Custodian of Records for the Commission for the Fund Year 2012

MOTION TO APPOINT PERMA RISK MANAGEMENT SERVCIES AS AGENT OF SERVICE OF PROCESS AND CUSTODIAN OF RECORDS FOR THE COMMISSION FOR THE FUND YEAR 2012

Moved: Commissioner Vanderslice
Second: Commissioner Ford

Resolution 10-12 Designating Official Newspapers for the Commission

MOTION TO APPOINT THE SOUTH JERSEY NEWS AS THE OFFICIAL NEWSPAPERS FOR THE COMMISSION

Moved: Commissioner Vanderslice
Second: Commissioner Ford

MOTION TO ADOPT RESOLUTIONS 1-12 THRU 3-12 AND 5-12 THRU 10-12

Moved: Commissioner Vanderslice
Second: Commissioner Ford
Roll Call Vote: 3 Ayes, 0 Nays

TEMPORARY 2012 BUDGET: Executive Director reported the temporary budget was included in the agenda packet. This temporary budget is approximately 26% of prorated budget from October 15, 2012 to December 31, 2012. Executive Director said there are no professional fees in here, if there are any claims from October 15th on that need to be paid right away which is doubtful. The temporary budget is just to get the Fund up and running. Commissioner Wright said in regards to the \$72,340 and the remaining funds for the rest of the year he understands that the Fund will receive a reimbursement form the insurance company to cover this. Executive Director said that to the best of his knowledge, it will be enough to cover this budget.

**MOTION TO APPROVE RESOLUTION 11-12 - TEMPORARY BUDGET
IN THE AMOUNT OF \$72,340.00**

Moved: Commissioner Ford
Second: Commissioner Vanderslice
Roll Call Vote: 3 Ayes, 0 Nays

INTRODUCTION OF THE 2012 FUND BUDGET: The Executive Director reviewed the proposed 2012 budget for the Fund. It is a pro-rated amount covering the period of October 15, 2012 through December 31, 2012.

**MOTION TO INTRODUCE A PROPERTY AND CASUALTY BUDGET IN THE
AMOUNT OF \$272,982.00 AND SCHEDULE A PUBLIC HEARING ON
NOVEMBER 8, 2012 AT 9:00 AM AT THE COUNTY ADMINISTRATION,
BUILDING 94 MARKET STREET, SALEM, NJ 08302**

Moved: Commissioner Wright
Second: Commissioner Vanderslice
Roll Call Vote: 3 Ayes, 0 Nays

TRANSACT INSURANCE COVERAGE: – Executive Director reported attached on page 20 of the agenda is Resolution 12-12 authorizing the Salem County Insurance Fund Commission to transact insurance coverage for the County of Salem as of October 15, 2012 12:01 AM.

**MOTION TO APPROVE RESOLUTION 12-12 AS
AUTHORIZATION TO TRANSACT INSURANCE COVERAGE**

Moved: Commissioner Wright
Second: Commissioner Ford
Roll Call Vote: 3 Ayes, 0 Nays

CASH MANAGEMENT PLAN: Executive Director said Resolution 13-12 Establishing the Cash Management Plan was included in the agenda packet. The Plan was sent in advance to the Fund Commissioners for their review and consideration

**MOTION TO APPROVE RESOLUTION 13-12 ESTABLISHING THE
CASH MANAGEMENT PLAN**

Moved: Commissioner Vanderslice
Second: Commissioner Ford
Roll Call Vote: 3 Ayes, 0 Nays

RULES AND REGULATIONS: Executive Director said the Rules and Regulations were included in Appendix I section of the agenda packet. The Rules & Regulations were sent in advance to the Fund Commissioners for their review. Resolution 14-12 would be in order to adopt the Rules and Regulations.

MOTION TO APPROVE RESOLUTION 14-12 ESTABLISHING THE COMMISSIONER’S RULES AND REGULATIONS

Moved: Commissioner Ford
Second: Commissioner Wright
Roll Call Vote: 3 Ayes, 0 Nays

AUTHORIZE TO ADVERTISE FOR COMMISSION ACTUARY AND AUDITOR – Executive Director said on page 27 of the agenda is Resolution 15-12 Authorizing to advertise for the positions of Commission Actuary and Auditor.

MOTION TO APPROVE RESOLUTION 15-12 AUTHORIZING TO ADVERTISE FOR COMMISSION ACTUARY AND AUDITOR

Moved: Commissioner Ford
Second: Commissioner Vanderslice
Vote: Unanimous

RISK MANAGEMENT PLAN: Executive Director said the Risk Management Plan will be sent to everyone shortly. The Risk Management plan is an overview of the Commission’s coverage, risk retained by the Commission, reserving philosophy, method of assessing member contributions, claim payment authority, etc. A draft copy of the Risk Management Plan will be provided for your review and action will be taken at a future meeting.

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported a Certificate of Insurance Request form is included in the agenda. You can use this form for any entity that needs an insurance certificate. If you need to discuss a specific request or have a question on the procedure to request certificates please contact Cathy Dodd at 973-659-6410 or email at cdodd@connerstrong.com. David Stout said the department heads are free to order the certificates themselves or they can contact Cettei & Connell to coordinate it for them. All they would need to do is email the name and address and the date if it is for annual basis and we will make sure it is processed and sent back. Mr. Stout said they would request a list from Conner Strong on the current certificate holders to review them and see which ones will need to be issued.

2012 SCIFC MEETING DATES: Executive Director said we are proposing future meetings for Fund Year 2012 to be held on the first Thursday of the month; however, we would like to discuss further at the meeting check everyone's availability.

The Committee is available on the first Thursday of the month and will schedule their next meeting on November 8, 2012 at 9:00 am.

SAFETY PROGRAM: Executive Director said that we have a very good safety program which we feel you will be pleased with. Executive Director introduced Glenn Prince from J.A. Montgomery who will be the Safety Director for the Salem County Insurance Fund Commission. About a month or two ago we came down and met some of your department heads and toured the correction facility which was quite an experience and visited public works. Glenn Prince being a former police officer has helped in the other commissions with their corrections facilities.

Safety Director Prince said our safety program consists of several different modules one would be direct training with our staff. We do public works training, OSHA driven regulatory compliance training, outreach training and a video library filled with safety topics for every department in public employment. We have an "In the Line of Duty" series for the law enforcement community. Safety Director said he will go out to visit each individual department and he brought some packets today which will explain exactly what the program consists of and how to get it started.

David Strout said we did meet with the sheriff and everyone involved in the administration and we will be working to make sure we continue with training. It is a well run operation and we will be breaking down the claims from the county to see if involves the need for more training or if we need to implement new procedures.

Commissioner Ford said that one of the things that is high on his list in the county is a plan of evacuation. Safety is paramount and asked if the Safety Director would be the one to talk about coordinating a schedule of evacuation that we can do twice a year and the whole procedure. Safety Director said we have our model policy and procedures, which is called an emergency action plan and fire protection plan and we can work on getting this started. Safety Director said he can work on this with Ms. Ayers and review the sample policies to start working on the counties policy and procedures.

CLAIMS PROCESSING: Executive Director said we will be hands on with the claims processing. You will know what is exactly being paid out and when. There will be a claims committee and you will be very pleased with the process. David Strout said when we prepare for the claims meetings whether it be monthly or bi-monthly. Executive Director said typically the claims committee will meet bi-monthly and will go through the PARs and makes the recommendation to the board for approval.

Claims will not get approved by the claims committee; the committee will make the a recommendation to the board and then it be brought before the board for approval. Mr. Strout said they would like a list to be prepared and brought before the board so it will be a little more hands on and keeping them more up to date.

OLD BUSINESS: None

NEW BUSINESS:

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Ford
Second:	Commissioner Vanderslice
Vote:	Unanimous

MEETING ADJOURNED: 11:15 AM

Minutes prepared by: Karen A. Read, Assisting Secretary