

**SALEM COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
OCTOBER 3, 2013 – 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  
OCTOBER 3, 2013 – 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: August 1, 2013 Open Minutes.....Appendix I  
August 1, 2013 Closed Minutes.....To be Distributed**
  
- CORRESPONDENCE - None**
  
- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**
  
- COMMITTEE REPORTS**
  - Safety Committee Report.....Verbal
  - Claims Committee Report.....Verbal
  
- TREASURER**
  - Resolution 20-13 Bills List.....Page 10
  
- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
  - Monthly Report .....Page 11
  
- CLAIMS SERVICE – Inservco Insurance Services**
  - Resolution 21-13 Authorizing Disclosure of Claims Check Register.....Page 12
  - Liability Claim Payments – 7/1/13 to 8/30/13.....Page 14
  
- EXECUTIVE SESSION**
  
- 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**

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

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- MEETING ADJOURNMENT**
  - NEXT SCHEDULED MEETING: December 12, 2013**

**SALEM COUNTY INSURANCE FUND COMMISSION**

9 Campus Drive, Suite 16

Parsippany, NJ 07054

Date: October 3, 2013

Memo to: Commissioners of the Salem County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ❑ **Certificate of Insurance Issuance Report** – On **page 3** is the monthly Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of July 22, 2013 to September 15, 2013. There were 9 certificates in total issued during this period.

- ❑ **Motion to Approve the Certificate Report**

- ❑ **Budget Amendment** – Included in the agenda on **page 5** is the amended budget to reflect the changes in the CEL budget as a result of the change in the CEL insurance program effective 7/1. The 2013 budget change for the Commission is an increase of **\$39,015**. The new 2013 budget amount is **\$1,356,452** The CEL Executive Director has indicated that the additional assessment will not be billed till January 2014.

- ❑ **Motion to amend the 2013 budget by \$39,015 for a total of \$1,356,452 and certify the additional assessments due on January 15, 2014.**

- ❑ **2014 Property & Casualty Budget** – the Budget is reliant on a number of factors including updated renewal applications and exposure data. As of today, there is still some renewal applications and updated exposure information needed. It is imperative that this information be forwarded as soon as possible to the CEL Underwriting Manager, otherwise, it will hold up the budgeting process.

- ❑ **2014 Property & Casualty Budget Process** - The 2014 property and casualty budget is scheduled to be introduced at the December Meeting. The following components are being processed to create the budget:

- **Claim Fund Projection:** This projection is being prepared by the Commission Actuary.
  - **Insurance and Excess Insurance Renewals:** The CEL Underwriting Manager is in the process of negotiating and developing these renewals.
  - **Expenses:** Budgeted expenses can be based upon current contracts or upon some other basis determined by the Commission

- ❑ **2013 Property & Casualty Assessments** – The Third & Final Assessment payments were due on September 15, 2013.
- ❑ **NJ Excess Counties Insurance Fund (CELJIF)** – The CEL met on September 26, 2013. A summary report of their meeting is included in the agenda on **pages 6&7**. The Executive Director reported that it is anticipated that the CEL budget will come in at a 2 to 4% increase. The CEL expects to introduce the budget in November with adoption in December.
- ❑ **Financial Fast Track** – Included on **page 8 & 9** of the agenda are the Financial Fast Tracks for June & July for the Salem County Insurance Fund Commission. As of July **31, 2013** the Commission has a statutory surplus of **-\$13,740.00**.

## Salem County Insurance Commission Certificate of Insurance Monthly Report

From 7/22/2013 To 9/15/2013

Holder (H) / Insured Name (I) Coverage	Holder / Insured Address	Holder Code	Description of Operations	Issue Date
<b>SCIC</b> H- New Jersey State Historical Commission AU WC I- Salem County	P.O. Box 305 Trenton, NJ 08625 94 Market Street Salem, NJ 08079	630	Evidence of insurance. All operations usual to County Governmental Entity. KAF	9/3/2013 GL EX
H- NJ Transit AU WC I- Salem County	One Penn Plaza East Newark, NJ 07105 94 Market Street Salem, NJ 08079	847	Certificate holder is additional insured where obligated by virtue 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)	7/31/2013 GL EX
H- Appel Farm Arts & Music Center AU WC I- Salem County	Elmer-Shirley Road Elmer, NJ 08318 94 Market Street Salem, NJ 08079	856	Certificate holder is additional insured where obligated by virtue 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 regarding the 10-9-13 event.	8/8/2013 GL EX
H- NJ Transit PHYS I- Salem County	One Penn Plaza East, 4th Floor Newark, NJ 07105 94 Market Street Salem, NJ 08079	857	Certificate holder is additional insured and loss payee where obligated by virtue 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 with regard to (SEE PAGE 2)	8/9/2013 AU EX
H- NJ Transit AU WC I- Salem County	One Penn Plaza East, 4th Floor Newark, NJ 07105 94 Market Street Salem, NJ 08079	857	Certificate holder is additional insured where obligated by virtue 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	8/9/2013 GL EX

written contract or written mutual aid agreement or other written agreement with regard to (SEE PAGE 2)

H- NJ Transit PHYS I- Salem County	One Penn Plaza, 4th Floor Newark, NJ 07105 94 Market Street Salem, NJ 08079	858	Certificate holder is additional insured where obligated by virtue 8/12/2013 AU EX 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 with regard to (SEE PAGE 2)
H- NJ Transit AU WC I- Salem County	One Penn Plaza, 4th Floor Newark, NJ 07105 94 Market Street Salem, NJ 08079	858	Certificate holder is additional insured where obligated by virtue 8/12/2013 GL EX 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 with regard to (SEE PAGE 2)
H- NJ Transit AU WC I- Salem County	One Penn Plaza, 4th Floor Newark, NJ 07105 94 Market Street Salem, NJ 08079	858	Certificate holder is additional insured where obligated by virtue 8/12/2013 GL EX 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 with regard to (SEE PAGE 2)
H- Salem Community College AU WC I- Salem County	460 Hollywood Avenue Carneys Point, NJ 08069 94 Market Street Salem, NJ 08079	866	Evidence of insurance. All operations usual to County 8/22/2013 GL EX Governmental Entity as respects to the Special Event Day of Shopping for Seniors and Disabled Residents on 12/11/13. (SEE PAGE 2) CLD

**Total # of Holders =** 9

SALEM COUNTY INSURANCE COMMISSION		
2013 CERTIFIED BUDGET		
		Revised
APPROPRIATIONS		
<b>I. Claims and Excess Insurance</b>		
<b>Claims</b>		
1	Property	55,202
2	Liability	55,601
3	Auto	5,560
4	Workers' Comp.	389,206
5		
6	<b>Subtotal - Claims</b>	<b>505,569</b>
<b>7 Premiums</b>		
9	CEL JIF	597,108
13		
14	<b>SubTotal Premiums</b>	<b>597,108</b>
15	<b>Total Loss Fund</b>	<b>1,102,677</b>
16		
<b>17 II. Expenses, Fees &amp; Contingency</b>		
18		
19	Claims Adjustment	22,000
20	Safety Director	-
21	General Expense	-
22	Exec. Director	33,465
23	Actuary	7,500
24	Auditor	7,500
25	Attorney	-
26	Treasurer	-
27		
28		
29	Misc. Expense & Contingency	17,839
30		
31	<b>Total Fund Exp &amp; Contingency</b>	<b>88,304</b>
32	Risk Managers	-
33		
34		
35	CEL JIF Ancillary Coverage	
36	POL/EPL	85,624
37	XS POL/EPL	-
38	Excess Liability	38,768
39	Crime Policy	4,037
40	Medical Malpractice	33,200
41	Pollution Liability	3,840
42	Employed Lawyers Liab	-
43		
44	<b>Total FUND Disbursements</b>	<b>1,356,452</b>

**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:** September 26, 2013  
**To:** Executive Committee  
Salem County Insurance Fund Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**December 31, 2012 Audit & Actuarial Valuation:** The Board of Fund Commissioners reviewed the final financial audit for the period ending December 31, 2012, as well as the Actuarial Valuation as of December 31, 2021. Upon review, the Board adopted a resolution approving the year-end financials and executing the Group Affidavit. The fund office will file the final report with the State following the meeting.

**2014 Budget:** Executive Director reported the 2014 budget would be introduced at the November 7<sup>th</sup> meeting with a public hearing to be scheduled for the December 12<sup>th</sup> meeting. Executive Director said actuarial projections on the loss fund are a 4% increase in the Liability and Auto lines and no increases in workers' compensation for an overall 1.2% increase in the loss funds. Executive Director said the preliminary 2014 budget will be within a 2% - 4% increase.

**Marketing Report:** Executive Director reported that both Mercer and Cape May counties are being presented a proposal for a January 1, 2014 effective date. A detailed underwriting review of the counties will be distributed to the Board for action at the November 7<sup>th</sup> meeting. Executive Director reported that Hudson County had indicated interest in membership and the fund office will prepare that proposal in the coming months.

**Property Insurance changes:** Underwriting Manager said Zurich is modifying their 2014 offering and making changes to the property form, which may include stricter guidelines on unscheduled locations as a result of lessons learned from Sandy. At the time when the primary property carrier was transferred to Zurich from Lexington the fund retained Lexington's policy form; however, it will be updated to Zurich's form for renewal in order to clarify intentions of coverage. Underwriting Manager reported no significant changes are expected, but focus will be placed on a comprehensive schedule of property values.

**2013 Risk Management Plan Revision:** The Board of Fund Commissioners adopted a resolution amending the 2013 Risk Management Plan which was updated to reflect the excess liability transition.



**New Jersey Counties Excess Joint Insurance Fund – Joint Insurance Claims Committees Best Practices Workshop:** A workshop for the member Insurance Commissions of the NJCE JIF has been developed whose focus will be liability and workers' compensation cost containment strategies. The workshop is scheduled for October 1, 2013 at the Conner Strong & Buckelew office in Marlton, NJ.

**Risk Control:** Safety Director reviewed a report reflecting the risk control activities from July through October 2013 and reported the 2014 safety course schedule was currently in development.

**Claims Administrator:** A summary report of open claims to date was reviewed and a payment authority request was approved during Closed Session.

**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.

**Next Meeting:** The next meeting of the NJCE fund is scheduled for November 7, 2013 at 1:00PM at the Camden County Emergency Training Center.

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

**AS OF JUNE 30, 2013**

**ALL YEARS COMBINED**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
<b>1. UNDERWRITING INCOME</b>	129,296	678,226	272,235	950,461
<b>2. CLAIM EXPENSES</b>				
Paid Claims	70,339	139,631	-	139,631
Case Reserves	(13,423)	176,545	18,626	195,171
IBNR	27,884	83,474	40,474	123,948
Discounted Claim Value	3,126	(18,286)	(4,126)	(22,412)
<b>Total Claims</b>	<b>87,926</b>	<b>381,364</b>	<b>54,974</b>	<b>436,338</b>
<b>3. EXPENSES</b>				
Excess Premiums	79,806	381,290	147,426	528,716
Administrative	5,798	37,241	16,301	53,542
<b>Total Expenses</b>	<b>85,604</b>	<b>418,531</b>	<b>163,727</b>	<b>582,258</b>
<b>4. UNDERWRITING PROFIT (1-2-3)</b>	<b>(44,234)</b>	<b>(121,669)</b>	<b>53,534</b>	<b>(68,135)</b>
<b>5. INVESTMENT INCOME</b>	-	-	-	-
<b>6. STATUTORY PROFIT (4+5)</b>	<b>(44,234)</b>	<b>(121,669)</b>	<b>53,534</b>	<b>(68,135)</b>
<b>7. Investment in Joint Venture</b>	(1,062)	27,354	12,137	39,491
<b>8. STATUTORY SURPLUS (6+7)</b>	<b>(45,296)</b>	<b>(94,315)</b>	<b>65,671</b>	<b>(28,644)</b>

**SURPLUS (DEFICITS) BY FUND YEAR**

<b>2012</b>	(4,938)	(24,426)	65,671	41,245
<b>2013</b>	(40,358)	(69,890)	-	(69,890)
<b>TOTAL</b>	<b>(45,296)</b>	<b>(94,315)</b>	<b>65,671</b>	<b>(28,644)</b>

**CLAIM ANALYSIS BY FUND YEAR**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
<b>FUND YEAR 2012</b>				
Paid Claims	7,738	44,411	-	44,411
Case Reserves	(12,157)	(5,606)	18,626	13,020
IBNR	4,418	(15,654)	40,474	24,820
Discounted Claim Value	5,205	1,521	(4,126)	(2,605)
<b>Total Claims</b>	<b>5,204</b>	<b>24,672</b>	<b>54,974</b>	<b>79,646</b>
<b>FUND YEAR 2013</b>				
Paid Claims	62,601	95,221	-	95,221
Case Reserves	(1,266)	182,152	-	182,152
IBNR	23,466	99,128	-	99,128
Discounted Claim Value	(2,079)	(19,808)	-	(19,808)
<b>Total Claims</b>	<b>82,722</b>	<b>356,693</b>	<b>-</b>	<b>356,693</b>
<b>COMBINED TOTAL CLAIMS</b>	<b>87,926</b>	<b>381,364</b>	<b>54,974</b>	<b>436,338</b>

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

**AS OF JULY 31, 2013**

**ALL YEARS COMBINED**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
<b>1. UNDERWRITING INCOME</b>	113,038	791,264	272,235	1,063,499
<b>2. CLAIM EXPENSES</b>				
Paid Claims	25,490	165,121	-	165,121
Case Reserves	82,916	259,461	18,626	278,087
IBNR	(69,806)	13,668	40,474	54,142
Discounted Claim Value	(385)	(18,671)	(4,126)	(22,797)
<b>Total Claims</b>	<b>38,215</b>	<b>419,579</b>	<b>54,974</b>	<b>474,553</b>
<b>3. EXPENSES</b>				
Excess Premiums	63,549	444,838	147,426	592,264
Administrative	5,090	42,332	16,301	58,633
<b>Total Expenses</b>	<b>68,639</b>	<b>487,170</b>	<b>163,727</b>	<b>650,897</b>
<b>4. UNDERWRITING PROFIT (1-2-3)</b>	<b>6,184</b>	<b>(115,485)</b>	<b>53,534</b>	<b>(61,951)</b>
<b>5. INVESTMENT INCOME</b>	-	-	-	-
<b>6. STATUTORY PROFIT (4+5)</b>	<b>6,184</b>	<b>(115,485)</b>	<b>53,534</b>	<b>(61,951)</b>
<b>7. Investment in Joint Venture</b>	8,720	36,074	12,137	48,211
<b>8. STATUTORY SURPLUS (6+7)</b>	<b>14,904</b>	<b>(79,411)</b>	<b>65,671</b>	<b>(13,740)</b>

**SURPLUS (DEFICITS) BY FUND YEAR**

<b>2012</b>	11,500	(12,925)	65,671	52,746
<b>2013</b>	3,404	(66,486)	-	(66,486)
<b>TOTAL</b>	<b>14,904</b>	<b>(79,411)</b>	<b>65,671</b>	<b>(13,740)</b>

**CLAIM ANALYSIS BY FUND YEAR**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
<b>FUND YEAR 2012</b>				
Paid Claims	5,139	49,550	-	49,550
Case Reserves	(6,456)	(12,063)	18,626	6,563
IBNR	(10,683)	(26,337)	40,474	14,137
Discounted Claim Value	1,147	2,669	(4,126)	(1,457)
<b>Total Claims</b>	<b>(10,853)</b>	<b>13,819</b>	<b>54,974</b>	<b>68,793</b>
<b>FUND YEAR 2013</b>				
Paid Claims	20,350	115,571	-	115,571
Case Reserves	89,372	271,523	-	271,523
IBNR	(59,123)	40,005	-	40,005
Discounted Claim Value	(1,532)	(21,339)	-	(21,339)
<b>Total Claims</b>	<b>49,067</b>	<b>405,760</b>	<b>-</b>	<b>405,760</b>
<b>COMBINED TOTAL CLAIMS</b>	<b>38,215</b>	<b>419,579</b>	<b>54,974</b>	<b>474,553</b>

**RESOLUTION NO. 20 -13**

**SALEM COUNTY INSURANCE COMMISSION  
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 2013

CheckNumber	VendorName	Comment	InvoiceAmount
000019			
000019	INSERVCO INSURANCE SERVICE INC	CLAIMS ADMIN - 12/16/13-12/31/13	895.83
000019	INSERVCO INSURANCE SERVICE INC	CLAIMS ADMIN - 10/15/13 - 12/15/13	3,583.32
			4,479.15
000020			
000020	PERMA RISK MANAGEMENT SERVS	POSTAGE FEE 07/2013	1.92
000020	PERMA RISK MANAGEMENT SERVS	EXECUTIVE DIRECTOR 4TH QTR 2013	8,366.25
			8,368.17
000021			
000021	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING 4TH QTR 2013	1,875.00
			1,875.00
	<b>PAYMENTS FY 2013</b>		<b>14,722.32</b>

\_\_\_\_\_  
**ROBERT VANDERSLICE, CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**EVERN FORD, VICE CHAIRMAN**

**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:** September 27, 2013

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**August – October 2013  
RISK CONTROL ACTIVITIES**

**JIF MEETINGS ATTENDED / TRAINING PRESENTED**

- **August 1:** Attended the SCIC meeting in Salem.
- **August 21:** Attended the SCIC Claims Committee meeting via conference call.

**UPCOMING JIF MEETINGS / TRAINING PLANNED**

- **October 3:** Plan to attend the SCIC meeting in Salem.

**CEL VIDEO LIBRARY**

No videos were utilized by SCIC during 2012 and 2013.

**RESOLUTION NO. 21 -13**

**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 7/1/13 to 8/30/13, 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 October 3, 2013.

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**ROBERT VANDERSLICE, CHAIRMAN**

**ATTEST:**

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**EVERN FORD, VICE CHAIRMAN**

**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**07/01/2013 Thru 07/31/2013**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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*Inservco Report Terminology*

Reporting Name	Business Name	Business Description
Amount/Amt Paid	Amount Paid	Amount actually paid or received
Amount/Amt Requested	Amount Requested	Amount requested to be paid
As Of Date/To Date	Report End Date	Ending date of transactions on report; usually month end
Payment Type	Type	Types of transactions—Computer, Manual, Refund, Recovery, Stop Pay, Void
Report Begin Date	Report Begin Date	Beginning date of transactions on report; usually beginning of month or inception
Trans Date	Transaction Date	Issue date for computer issued payments and add date for all other type entries



**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**07/01/2013 Thru 07/31/2013**

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	2003	3780000051 001	LARSEN, VALERIE	07/10/2013	07/10/2013	VALERIE LARSEN	07/31/2013	FULL/FINAL SETTLEMENT ALL CLAIMS	772.76	772.76
<b>Total for Coverage: Auto Liability</b>							<b>Number of entries: 1</b>		<b>772.76</b>	<b>772.76</b>
<b>Total for SCIFC - 378</b>							<b>Number of entries: 1</b>		<b>772.76</b>	<b>772.76</b>

**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**08/01/2013 Thru 08/31/2013**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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*Inservco Report Terminology*

Reporting Name	Business Name	Business Description
Amount/Amt Paid	Amount Paid	Amount actually paid or received
Amount/Amt Requested	Amount Requested	Amount requested to be paid
As Of Date/To Date	Report End Date	Ending date of transactions on report; usually month end
Payment Type	Type	Types of transactions—Computer, Manual, Refund, Recovery, Stop Pay, Void
Report Begin Date	Report Begin Date	Beginning date of transactions on report; usually beginning of month or inception
Trans Date	Transaction Date	Issue date for computer issued payments and add date for all other type entries

**SCIFC - 378**  
**Financial Transaction Log - Liability Claim Payments**  
**Monthly / Detail / By Coverage / By Payment Type / By Check Number**  
**08/01/2013 Thru 08/31/2013**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amnt. Requested	Amnt. Paid
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\*There are no records that match the reporting criteria.

***APPENDIX I – MEETING MINUTES***

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – AUGUST 1, 2013  
104 MARKET STREET  
SALEM, NJ 9:00 AM**

Meeting called to order by Evern Ford. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Robert Vanderslice	Absent
Evern Ford	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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Treasurer	<b>Katie Coleman</b>
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Attorney	<b>Michael Mulligan</b>
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CEL Underwriting Manager	Conner Strong & Buckelew <b>Joseph Hrubash</b>
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Claims Service	Inservco <b>Megan Callahan</b> <b>Veronica George</b>
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	Conner Strong & Buckelew <b>Robyn Walcoff</b>
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Risk Management Consultant	Cettei & Connell Insurance <b>Tom Narolewski</b>
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Safety Director	JA Montgomery Risk Control <b>Glenn Prince</b>
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**ALSO PRESENT:**

Jessica Foote, Salem County  
James Miles, Bowman & Company  
Dennis Skalkowski, Bowman & Company

**APPROVAL OF MINUTES: OPEN SESSION OF JUNE 6, 2013**

**MOTION TO APPROVE THE OPEN MINUTES OF JUNE 6, 2013**

Moved: Commissioner Coleman  
Second: Commissioner Ford  
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 May 22, 2013 through July 21, 2013.

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

Moved: Commissioner Coleman  
Second: Commissioner Ford  
Vote: Unanimous

**Certificate of Insurance New Wording:** Executive Director reported as we previously discussed the excess general liability and auto liability coverage insured through the Meadowbrook Program was replaced on 7/1/13. The new carrier requires different language for any certificates issued with additional insured wording. Below is the updated language that will be used for certificate holders who requested additional insured wording.

*“Certificate holder is additional insured where obligated by virtue of 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*

Joseph Hrubash said the new carrier is requiring for certificates where we extended additional insured status that it is tied back to some form of a written contract so we are not just naming any party as additional insured. Mr. Hrubash said there needs to be a good reason for it. The additional insured wording listed in the agenda comes directly from the new policy. Attorney Mulligan said the wording looks appropriate. In response to Risk Manager, the Executive Director said the name of the new carrier is Brit and the contact information will be sent to all members.

**Audit Report as of December 31, 2012** – Executive Director reported the Auditor’s Report as of December 31, 2012 has been sent to Fund Commissioners under separate cover. James Miles from Bowman & Company was at the JIF meeting to review the Audit Report. Following the presentation and approval of the report, both **Resolution 16-13 and the Group Affidavit** must be executed.

James Miles thanked the members for the opportunity to make his report to the Salem County Insurance Fund Commission along with Dennis Skalkowski from Bowman & Company. The Auditor's Report was distributed to the Commissioners. Executive Director said the draft version was sent to the Fund Commissioners last week and this is the Final Draft with no real change between the two. Mr. Miles presented his report to the members and discussed the Fund's surplus ending balance of \$65,596. Mr. Miles discussed page 18 of the report, Change and Unpaid Claims Liability and said with this being a brand new entity the Fund had no liability at the beginning of the year, and this schedule in the future will tell you how the claims evolve. At the end of Fund Year 2012 the Fund had \$54,974 in claims all based on reserves and the actuary's calculation, nothing was paid out. There were no dollars paid for claims expenses and the liabilities were determined primarily in workers comp. Mr. Miles said there were no comments or recommendations in his report and expressed his appreciation for the opportunity present the audit.

**MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2012 AS PRESENTED, ADOPT RESOLUTION 16-13 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 Ford
Vote:	2 Ayes, 0 Nays

**NJ Excess Counties Insurance Fund Report (CELJIF)** - Executive Director reported the CEL met on June 27, 2013. A summary report of their meeting is included in the agenda on pages 7-8. At the meeting the CEL Executive Director presented three options with respect to the Commissions' additional assessments due to the replacement of the Meadowbrook program as of 7/1/13. The Board discussed the options and unanimously voted for "option A" which applied the additional assessments proportionally based on their previous excess premiums. The additional assessments would be \$39,015 and due on January 15, 2014.

The Fund Auditor was also present at that meeting to review the draft copy of the 2012 Audit. The Auditor advised there were no findings.

Executive Director said the CEL Director did report that there is the hope that this portion of the assessment may be covered by the CEL and may not have the trickle down effect on the individual commissions and we will keep everyone informed. Executive Director said if the Commission is running a surplus we could possibly cover some of the additional assessment also.

**Amendment to the 2013 Plan of Risk Management (Appendix II)** – Executive Director reported the Plan of Risk Management was amended to reflect changes in the CEL excess casualty program effective 7/1/13. All changes are highlighted in yellow.

Joseph Hrubash said the Risk Management Plan is basically a program summary for coverage and claims handling. This document is required by the state.

It reflects the changes in the excess program effective 7/1/2013. All the changes that were made from to prior Risk Management Plan are highlighted in yellow. As you know, Meadowbrook got out of the public entity business. They had renewed us and would be terminating after renewal on 1/1/2014, however because they were on financial watch the CEL decided they wanted to start marketing this eight months ago in hopes that we would put a new program in sometime during the policy period. We approached more then twenty insurers. Meadowbrook's program was unique in that it was a package policy and provided both the excess comp and excess liability and there were no other carriers that provided that type of concept or set up. We now have two separate insurers on the excess liability it is Lloyds of London and on the excess comp it is Safety National. Underwriting Manager presented the alternative to the CEL and secured an eighteen month program for this piece. The Risk Management Plan also reflects the fact that there are now aggregates for an eighteen month period. In the case of Salem their liability limit under the terminated program was \$10 million occurrence \$20 million aggregate and under the new program which is eighteen months it is \$10 million occurrence \$30 million aggregate.

**MOTION TO APPROVE RESOLUTION 17-13 REVISION TO THE 2013 PLAN OF RISK MANAGEMENT TO REFLECT CHANGES IN THE CEL EXCESS CASUALTY PROGRAMS EFFECTIVE 7/1/13.**

Motion:	Commissioner Coleman
Second:	Commissioner Ford
Vote:	2 Ayes, 0 Nays

**2013 Property & Casualty Assessments** – Executive Director reported second assessment invoices for 2013 were due on July 15, 2013. The third assessment of 30% is due on September 15, 2013.

**Financial Fast Track** – Executive Director said included on page 9 of the agenda is the first Financial Fast Track for the Salem County Insurance Commission. As of May 31, 2013 the Commission has a statutory surplus of \$16,652 which is down from the prior reporting period just some activity they year 2012 is holding it's own. There is a slight deficit in 2013 due to some claim activity which we will obviously keep an eye on. Line 7 of the report, "Investment in Joint Venture" is the Commission's share of the equity in the CEL.

**SAFETY COMMITTEE REPORT:**

Safety Director reported the Safety Committee last met on July 24, 2013 and commented on something that came through the Safety Committee. Safety Director said Commissioner Ford has been very vigilante about identifying the fact that it is very important to protect the employees of the county and to comply with the federal standard of an emergency action plan and a fire evacuation plan. There was a fire drill run on July 2, 2013 and it was determined that the fire alarm system was malfunctioning as a result of a cut wire in one of the elevator shafts. With everyone from the safety committee involved including Captain Holmes the Plan did come together. They went to Plan B and had a verbal communication on their radios and went floor to floor evacuated office by office as a result of the malfunctioning system. We will continue to upgrade and update the evacuation plans.



## **CLAIMS COMMITTEE REPORT**

Claims Manager said the Claims Committee met on June 20, 2013 and July 18, 2013 and the minutes were included in the packet. There are three payment authorization requests that have been recommended by the claims committee for approval in executive session.

## **CLAIMS COMMITTEE CHARTER REVISION**

Claims Manager reported that a revision to the Claims Committee Charter is needed to reflect the current members of the committee and those who has been participating. The authority amount and the substance of the agreement are the same we are only changing the Committee members. The Charter has also amended to reflect to move the meetings to the third Thursday of the month.

### **MOTION TO APPROVE THE REVISIONS TO THE CLAIMS COMMITTEE CHARTER.**

Motion:	Commissioner Coleman
Second:	Commissioner Ford
Vote:	Unanimous

## **TREASURER:**

**REPORT:** Executive Director reported the August Bills List. The 2012 CEL assessment which we did not have the cash on hand to make the payment last year we are making that payment this year.

### **MOTION TO APPROVE RESOLUTION 18-13 AUGUST 2013 BILLS LIST IN THE AMOUNT OF \$165,619.31 AS AMENDED**

Moved:	Commissioner Coleman
Second:	Commissioner Ford
Vote:	2 Ayes, 0 Nays

## **CEL SAFETY DIRECTOR REPORT**

Safety Director reported all the safety and risk control activities from June until August 1, 2013 were included in the agenda. Safety Director said we extended an invitation to the Roads Department to participate in some new safety training being hosted by the Camden County Municipal Utilities Authority. The training will include safe rigging which also includes the new OSHA crane standard, in addition to that there will be a jetter safety class and we believe there will be a few attendees from Salem County.

## **CLAIMS SERVICE**

Executive Director said a new resolution we are installing in a few of the commissions Authorizing Disclosure of Liability Claims Check Register. Since public funds are involved, it should be approved by the governing body. The report is for information purposes only.

**MOTION TO GO INTO EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES – PERSONNEL – SAFETY - PUBLIC PROPERTY - LITIGATION**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: Unanimous

**MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$42,737.57 FOR CLAIM #3780000039**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: 2 Ayes, 0 Nays

**MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$62,865.33 FOR CLAIM #3780000045**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: 2 Ayes, 0 Nays

**MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$61,145.33 FOR CLAIM #3780000047**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: 2 Ayes, 0 Nays

**OLD BUSINESS:** Claims Manager said at the last meeting we discussed the provider the Commission was using for workers compensation occupational health and we looked into using Heath Net. Robyn Walcoff said we have started using Health Net and it seems to be a good relationship so far. Commissioner Ford met with Health Net and was happy with the facility. Veronica George said they have been using them for about a month now and things are going well.

**NEW BUSINESS:** Commissioner Coleman asked if there was a reason they were using Elmer Bank. Commissioner Coleman said the County uses Fulton Bank and they can do all of their banking online. With Elmer Bank they have to do everything by fax, they have to sign off on everything and it is not an efficient process. Executive Director said it is the Commission's decision if they want to make a change. Commissioner Ford said they can discuss this at the next Commission meeting.

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN:**

Motion:	Commissioner Coleman
Second:	Commissioner Ford
Vote:	Unanimous

**MEETING ADJOURNED: 9:43 AM**

**NEXT MEETING WILL BE THURSDAY, October 3, 2013 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary