

**SALEM COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES MEETING – OCTOBER 3, 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 <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>Sue Irvine</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>Dave Strout</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

**APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF AUGUST 1, 2013**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF  
AUGUST 1, 2013**

Moved: Commissioner Ford  
Second: Commissioner Coleman  
Vote: 2 Ayes, 0 Nays, 1 Abstain (Robert Vanderslice)

**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 9 certificates of insurance issued during the period of July 22, 2013 through September 15, 2013.

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

Moved: Commissioner Ford  
Second: Commissioner Coleman  
Vote: Unanimous

**Budget Amendment:** Executive Director reported included in the agenda on page 5 was 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 until January 2014. Executive Director said there a possibility that the CEL will pick up this increase and we will not be to billed for it. Executive Director said he would keep the Commission advised.

**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**

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

**2014 Property & Casualty Budget** – Executive Director reported 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. Executive Director said it looks as though we are close to receiving all of the information needed. Executive Director said he will follow up with risk managers to see where we stand.

**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. Executive Director said we are looking to introduce at the December meeting.

- **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** – Executive Director reported the third and final assessment payments were due on September 15, 2013. Commissioner Coleman reported the payment was transferred over as well as the balance for 2012.

**NJ Excess Counties Insurance Fund Report (CELJIF)** - Executive Director reported 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. Executive Director said Mercer and Cape May Counties are being pursued. It looks as though Mercer is most likely joining the CEL and we are still working on the numbers with Cape May and Hudson Counties.

**Financial Fast Track** – Executive Director said included on pages 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. Executive Director said we are continuing to monitor some of the works comp cases which is what is driving this. We have a handful of cases that we will keep an eye on, and a check the reserves to see if we can hopefully settle these cases a little lower and work this number out.

**MOTION TO APPROVE THE FINANCIAL FAST TRACK REPORTS FOR JUNE AND JULY 2013**

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

**December Meeting** – Executive Director made note that the December meeting will be held on the second Thursday, December 12, 2013.

**SAFETY COMMITTEE REPORT:**

Safety Director reported the Safety Committee last met on September 25, 2013 and they are waiting to finalize the next meeting date in December. Mr. Prince said he will discuss some of the other items and initiatives in the Safety Director's report.

## **CLAIMS COMMITTEE REPORT**

Claims Manager reported on Tuesday a Best Practices Workshop was held with members of the Commissions in the CEL JIF attending. There were over 62 attendees and a great session focusing on liability, title 59, and best practices we can put into play with respect to responding to liability claims and also a session on workers compensation. We will also be working on a model tort claims form procedure and notice and will be reporting back on that to the Claims Committee and the Commission in the future. Claims Manger reported the Claims Committee met on August 21st and September 18<sup>th</sup> and the minutes were included with Agenda packet. There will be three PARs to be discussed in Executive Session. Claims Manager reported Megan Callahan from Inservco has left to take another position and at the next Claims Committee meeting will be held in person and we hope to have the new representatives from Inservco present to meet the Committee.

Veronica George from Inservco said Sue Irvine has called into today's meeting and will be reporting on the PARs. Ms. Irvine will attend the next Claims Committee meeting so she can meet everyone. Sue Irvine said she is looking forward to meeting everyone.

### **TREASURER:**

**REPORT:** Executive Director reported the October Bills List.

### **MOTION TO APPROVE RESOLUTION 20-13 OCTOBER 2013 BILLS LIST IN THE AMOUNT OF \$14,722.32 AS AMENDED**

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

## **CEL SAFETY DIRECTOR REPORT**

Safety Director reported we are very excited about the new online training program that is provided by BRIT the new excess liability carrier. Some of the benefits of the excess carriers' new training program which includes the online portion which historically you would lose your employees for a full day of training a lot of the new training can be accomplished online so the employees would not have to leave their desk to accomplish the training. Mr. Prince said we anticipate rolling this out in the very near future. Claims Manager said the BRIT training platform was also introduced at the Best Practices Workshop and JA Montgomery will be assisting in implementing this training at the County.

Commissioner Ford said that part of this initiate is a mind set change where people look at training as something in addition to your job. Commissioner Ford said he has articulated to everyone that training is a part of their job. So if there is required training that is needed he will let the department heads know they need to schedule and reinforce that their employees are required to complete the course and this should help drive compliance in safety.

## **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 APPROVE RESOLUTION 21-13 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Motion: Commissioner Ford  
Second: Commissioner Coleman  
Vote: Unanimous

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

Motion: Commissioner Ford  
Second: Commissioner Coleman  
Vote: Unanimous

### **MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Coleman  
Second: Commissioner Ford  
Vote: Unanimous

### **MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$98,836.88 FOR CLAIM #3780000007**

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

### **MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$61,000.00 FOR CLAIM #3780000072**

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

### **MOTION TO AUTHORIZE PAYMENT AUTHORITY OF \$64,976.04 FOR CLAIM #3780000055**

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

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN:**

Motion: Commissioner Ford  
Second: Commissioner Coleman  
Vote: Unanimous

**MEETING ADJOURNED: 9:24 AM**

**NEXT MEETING WILL BE THURSDAY, December 12, 2013 at 9:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary