

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – APRIL 3, 2014
104 MARKET STREET
SALEM, NJ 9:00 AM**

Meeting called to order by Katie Coleman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Absent
Katie Coleman	Present
Kevin Crouch	Present

FUND PROFESSIONALS PRESENT:

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

Jessica Foote, Salem County
Thomas Narolweski, Cettei & Connell
Susan Irvine, Inservco
Veronica George, Inservco
Glenn Prince, JA Montgomery
Robyn Walcoff, Conner Strong & Buckelew
Michael Mulligan, Salem County

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF FEBRUARY 6, 2014

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
FEBRUARY 6, 2014**

Moved:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

RFQ for Commission Defense Panel: Executive Director said the Fund Office issued a Request for Qualifications and price quote for the position of Fund Defense Attorney for Workers Compensation cases. The responses were due on March 14, 2014. A report was sent to the Fund

Commissioners which was included on page 3 of the agenda. Five responses were received; of the five, three submitted hourly rates at the Fund's set rate of \$125.00 per hour. While everyone else that submitted a response was on the same par as far as experience the fee is what really separated the three for recommendation. The recommendation is to appoint those three as approved attorneys. The three firms recommended are Kent McBride, LLC; The Law Offices of Thomas Wagner; and Capehart-Scatchard. Resolution 15-14 was included on page 4 of the agenda.

MOTION TO APPROVED RESOLUTION 15-14 APPOINTING KENT-MCBRIDE, LLC; THE LAW OFFICES OF THOMAS WAGNER AND CAPEHART-SCATCHARD AS FUND DEFENSE ATTORNEY FOR WORKERS COMPENSATION CASES.

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

In response to Veronica George of Inservco, Risk Manager Tom Narolweski said Sheriff Miller requested any claims from the Sheriff's Department or prison to be earmarked for Kent McBride, LLC and he feels comfortable with them because of their experience in that arena. Thereafter, all other claims would be divided equally.

Appointing Vice-Chairman – Executive Director said the Fund currently has a vacancy for the position of Vice-Chairman.

MOTION TO APOINT KEVIN CROUCH AS VICE CHAIRMAN OF THE SALEM COUNTY INSURANCE FUND COMMISSION

Moved: Commissioner Coleman
Second: Commissioner Crouch
Vote: Unanimous

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 January 25, 2014 to March 25, 2014. There were 3 certificates of insurance issued during this period

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Crouch
Second: Commissioner Coleman
Vote: Unanimous

2014 PROPERTY & CASUALTY ASSESSMENTS - Executive Director reported First Assessment invoices for 2014 have been mailed out and are due: The second assessment of 30% is due on July 15, 2014 and the third assessment of 30% is due on September 15, 2014. Assessment invoices will be sent at the appropriate time. Executive Director said the Fund has switched banks and we are now with Fulton Bank.

NJ Excess Counties Insurance fund (CELJIF) (Pages 19-20) – Executive Director said the CEL held their Re-Organization Meeting on February 27, 2014. A summary of their meeting was included in the agenda on pages 6-8.

The CEL Executive Director advised that the County of Hudson and Mercer County Insurance Fund Commission joined the CEL as of January 1, 2014 bringing the total membership to eight (8). They also met on March 27, 2014 to hold a public hearing and approve an amended budget that included the new members.

Financial Fast Track – Executive Director said on Page 9 & 10 of the agenda are the Financial Fast Tracks for the Salem County Insurance fund Commission for December and January. As of January 31, 2014 the Commission has a deficit of \$331,633. Executive Director said unfortunately this is not good news. We continue to trend poorly primarily in the jail it is a matter of eight or nine cases that have brought us down. We soured \$95,000 just in a months time from the last report and it is attributed to the handful of claims that have really gone south on us. We have asked the Claims Manager, Inservco and the folks at PERMA to really take a hard look at these claims to see what trends we are finding and we see it all in the jail. Executive Director said in is not a whole lot of slips and falls or those types of claims but more with tangling with inmates. Although 2014 is trending well, if this does continue we may need some type of special assessment to keep things afloat. We will keep everyone informed as we find more information on these claims.

Risk Manager said we have been working with Safety Director and Risk Management to try and tighten that area and strengthen our position there.

Executive Director said we had a similar situation with the Camden County Insurance Commission when they first formed and in a couple of years everything evened out. Commissioner Crouch asked if the deficit for Camden was higher or lower than what Salem is currently experiencing. Executive Director said the number for Camden may have been a little larger than what Salem is experiencing now.

Risk Management Plan – Executive Director said the Risk Management Plan was sent to all member last week as an addendum to the report. This is simply a revised version from last year plan. The changes made were reflected on the property side that we discussed earlier this year. This was all fully negotiated with our underwriting team.

MOTION TO APPROVE THE 2014 RISK MANAGEMENT PLAN

Moved: Commissioner Crouch

Second: Commissioner Coleman
Vote: 2 Ayes, 0 Nays

SAFETY COMMITTEE REPORT

Glenn Prince reported the Safety Committee met on March 20th for the quarterly Safety Committee Meeting to discuss a variety of issues that are effecting Salem County at this time, such as Emergency Action Plans and scheduling training session. The Committee is now being chaired by Robert DiGregorio who is a retired Chief from Carney's Point. We have provided him several resources and recommendations we are work on at this time, which do include a variety of training not just in your normal arenas but we are aggressively working with the corrections department, jail and sheriff's department to try to reduce the claims we have all been talking about several months now.

CLAIM COMMITTEE REPORT

Claims Manager Robyn Walcoff reported there was no Claims Committee Meeting this month since there were not PARs to review which is a good thing in light of the discuss we are having with the Executive Director regarding the claims. We have been working with the Inservco and PERMA to take a look at the top 15 claims and to find out where the numbers are coming from and also we will be working with the Safety Committee to see what kind of impact we can have to try and prevent similar type things from happening in the future.

In the month of March we had a trial start from a pre-commission claim. We worked closely with Cetei & Connell, the Freeholders and Katie Coleman during the course of the trial to keep them updated and to go through settlement authority. The claim was settled at a very reasonable amount and not the number the plaintiff's counsel thought they would get over a year ago when we first tried to settle this case.

TREASURER

REPORT: Executive Director reported we are in the process of switching bank accounts but the new checks are not ready yet. We sent two bills to the Treasurer's office. The Treasurer suggested that maybe we could authorize payment of those and once we do get the checks then we can issue the checks. The bills are for payment to the County Excess JIF due April 1, 2014.

MOTION TO APPROVE RESOLUTION 17-14 PAYMENT BILLS TO NEW JERSEY CEL IN THE AMOUNT OF \$472,977.60

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

CEL SAFETY DIRECTOR REPORT

Safety Director reported in addition to the Safety Director's Report on page 11 of the agenda packet he discussed the current initiative with the jail. Safety Director said he met with the Warden and Risk Manager on March 12th and took a tour of the facility to try and determine what types of conditions the employees are working under and what we can do to improve conditions at that location and recommendations from as safety stand point. Safety Director said the facility is very well run and very professional staff. It is our impression that the variety of claims we are seeing is inmate interaction. We are going to try and figure out what we can do and make some recommendations in terms of claims reduction. We will continue to aggressively monitor that situation.

CLAIMS SERVICE

Executive Director said the monthly report appears on page 12 of the agenda that is the liability claims payment that we release and authorize for submission and approval of 3 claims payments totaling \$1,169.21. Resolution 16-14 Authorizing the Disclosure of Claim Check Register.

MOTION TO APPROVE RESOLUTION 16-14 AUTHORIZING DISCLOUSE OF CLAIM CHECK REGISTER

Moved:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

Claims Manager Robyn Walcoff reported on March 27th we held a Lunch and Learn Seminar open to all member of the CEL. This was and EPL Risk Manager Lunch & Learn. Representatives from AIG along with attorneys from Jackson Lewis who are EPL counsel on AIG's panel. It was a great session that brought to attention a lot of the tools that are available to you as an insured. Including EPL Pac where you can find a lot of materials online for your HR Department and managers. We also learned at the seminar that each Commission has one hour of availability from Jackson Lewis where you can phone in generic employment questions which is another great resource. Ms. Walcoff said she would forward the power point from the training session.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Crouch
Second:	Commissioner Coleman
Vote:	Unanimous

MEETING ADJOURNED: 9:35 AM

NEXT MEETING WILL BE THURSDAY, June 5, 2014 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary