

**SALEM COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES MEETING – JUNE 1, 2017
104 MARKET STREET
SALEM, NJ 9:00 AM**

Meeting called to order by Chairman Vanderslice. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Robert Vanderslice	Present
Katie Coleman	Absent
Jessica Bishop	Present

FUND PROFESSIONALS PRESENT:

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

Thomas Narolewski, AJM Insurance Management
Michael Mulligan, Salem County
Keith Platt, Inservco
Veronica George, Inservco
Glenn Prince, JA Montgomery
Greg Hunt, Conner Strong & Buckelew

APPROVAL OF MINUTES: OPEN SESSION OF APRIL 6, 2017

MOTION TO APPROVE THE OPEN MINUTES OF APRIL 6, 2017

Moved:	Commissioner Bishop
Second:	Commissioner Vanderslice
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Certificate of Insurance Issuance Report: Attached on page 2 & 3 are the Certificate of Insurance Reports from the CEL listing those certificates issued for the period of March 1, 2017 to April 30, 2017. There were 4 certificate of insurance issued for that period.

MOTION TO APPROVE THE CERTIFICATE OF ISSUANCE REPORTS

Moved: Commissioner Vanderslice
Second: Commissioner Bishop
Vote: Unanimous

Appoint Commission Secretary: There is a need to appoint a new Secretary for the Fund

MOTION TO APPOINT ANDREA SOSNOWIK AS COMMISSION SECRETARY

Moved: Commissioner Vanderslice
Second: Commissioner Bishop
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) - The CELJIF met on April 27, 2017. A summary report of the meeting is included in the agenda on pages 4 & 5. The next meeting of the Fund is scheduled for June 22nd.

The newly formed Coverage Committee met on May 1st to discuss a variety of topics. Included in the agenda on pages 6-8 is a copy of the agenda.

Financial Fast Track – Included on Pages 9 & 10 of the agenda is the Financial Fast Track for the Salem County Insurance Fund Commission as of February 28, 2017 and March 31, 2017. The Commission has a deficit of \$895,124. Executive Director said 2016 continues to trend positively at \$375,000. Executive Director said the claims for 2016 are trending fairly well which is effecting the bottom line.

NJ CEL Property & Casualty Financial Fast Track – Executive Director said included in the agenda on Page 11 is a copy the NJ CEL Financial Fast Track Report as of March 31, 2017. The report indicates the CEL has a surplus of \$7,466,328.

Claims Tracking Report (Page 12) - The claims tracking report is on page 12 of the agenda. The Claims Activity Report tracks open claims; the Executive Director will review the report with the Commission. Executive Director said we have four more open claims from the prior month.

SAFETY COMMITTEE REPORT

Glenn Prince reviewed the Safety Committee Report. Mr. Prince reported they are trying to lock down a date for the next Safety Committee meeting and is tentatively scheduled for the last week in June or the first week in July.

CLAIM COMMITTEE REPORT

Claims Manager Greg Hunt reported the las Claims Committee met on April 18th and there will be four Payment Authority Requests to discuss in executive session.

TREASURER

REPORT: Executive Director reviewed the June Bill List totaling \$412,857.02. In response to Chairman Vanderslice, Executive Director said the legal services bills that appear on the Bill List were for EPL cases and the Commission is paying the legal bills on behalf of the County. The Commission passed a Resolution a few months ago setting up a policy where the Commission pays the legal fees and then is reimbursed by the County at a later date. Executive Director said some other Commission have this same policy in place.

MOTION TO APPROVE RESOLUTION 15-17 PAYMENT OF BILLS AS AMENDED IN THE AMOUNT OF \$58,684.53.

Moved: Commissioner Bishop
Second: Commissioner Vanderslice
Vote: 2 Ayes, 0 Nays

CEL SAFETY DIRECTOR REPORT

Safety Director reviewed the report included in the agenda. Mr. Prince said the report includes a couple of Safety Director Bulletins for playground inspections. A checklist is also included which is very valuable when conducting these inspections to conform with consumer product safety regulations. The Serve Driving Safety Training Simulation Program was electronically distributed for law enforcement officers. Mr. Prince said we also spoke previously about Career Survival Program for law enforcement supervisors that has been provided to other county members and has been well received. We have distributed a flyer electronically to all of our law enforcement department heads and we are going to coordinate with them to provide this training at no additional cost. This program has been very successful around the state and we look forward to providing it to your law enforcement supervisors as well. Mr. Prince discussed the BRIT team training which is free training that employees can complete at their desk without time out of the office.

CLAIMS SERVICE:

Ms. George reviewed the First MCO Report for March and April.

MOTION TO GO INTO CLOSED SESSION

Moved: Commissioner Vanderslice
Second: Commissioner Bishop
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Bishop
Second: Commissioner Vanderslice

Vote: Unanimous

**MOTION TO APPROVE THE PAYMENT AND SETTLEMENT
AUTHORIZATION REQUESTS**

Moved: Commissioner Bishop
Second: Commissioner Vanderslice
Vote: 2 Ayes, 0 Nays

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Bishop
Second: Commissioner Vanderslice
Vote: Unanimous

MEETING ADJOURNED: 9:26 AM

NEXT MEETING WILL BE THURSDAY, August 3, 2017 at 9:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary