

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 22, 2016
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

Meeting of 2016 Fund Commissioners called to order by Chairman Carew. Open Public Meetings notice read into record.

ROLL CALL OF 2016 FUND COMMISSIONERS:

Scott Carew, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Thomas Czerniecki	Township of Evesham	Present (via telephone)
Joseph Andl	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Merchel	Township of Moorestown	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
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Treasurer	Tom Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
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Auditor	Bowman & Company
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Claims Service	Qual Lynx (via telephone) Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Steve McNamara
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Underwriting Manager	Conner Strong & Buckelew
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CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2016 MEL & MR HIF Educational Seminar – The Executive Director advised the 6th annual seminar is scheduled for Friday April 15, 2016 at the National Conference Center. The seminar qualifies for an extensive list of Continuing Education credits including CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, TCH Water Supply, Wastewater, RPPO and QPA. There is no fee for employees and insurance producers associated with the MEL and MR HIF

Members as well as personnel who work for service companies that are engaged by MEL member JIFS and HIFS. Included in the agenda was the registration form.

Employment Practices Program: The Executive Director advised there are a number of areas members must address to maintain Program Compliance. Please work with your municipal attorney to complete the Attorney Certification form by October 1, 2016.

Personnel Manuals – The MEL is in the final stages of revising the Model Personnel Manual. We will email all members when the updates have been posted to the MEL webpage – njmel.org.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. We are working with the Fund Attorney’s office to develop a schedule for these classes and will notify member towns once the dates are set.

Police Training - Police Chief and a commanding officer must attend a session on employment practices training that takes into consideration the Attorney General's guidelines for police operations. A notice will be distributed to members once the classes are scheduled.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials and Administrator completing the course by June 1st. Mr. Kearns is presenting several sessions in the JIF, the registration form was included in the agenda. Please visit the MEL webpage for other scheduled classes – njmel.org.

This course is also available on line. Enclosed are directions to take the class on line.

2016 PRIMA Conference – The Executive Director advised in the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Atlanta from June 5–8. The Resolution 16-7 authorizing travel expenses was included in the agenda.

MOTION TO ADOPT RESOLUTION 16-7

Moved:	Commissioner Brevogel
Second:	Commissioner Andl
Vote:	4 Ayes – 0 Nays

MEL Bulletin 16-01 – Enclosed in the agenda was the MEL Bulletin 15-01 that list all coverage bulletins for 2016. They are available on the MEL’s website at NJMEL.ORG

League Magazine: Enclosed in the agenda was the latest installment in the series of MEL advertisements to appear in the League magazine and covers the topic of Cyber Security. Each advertisement in the “Power of Collaboration” series highlights activities of the MEL and JIFs as well as people who have rendered significant service.

Inclement Weather Procedure - As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Safety Incentive Awards for 2015: The Executive Director advised included in the Bills List was the 2015 Safety Awards for the members of the fund.

Possible Merger of MUA into Township: The Executive Director reported there is a possible merger of the Evesham MUA into Evesham Township. Commissioner Czerniecki commented that this is in discussions with a possible July 1st merger date.

Due Diligence Reports: The Executive Director reported that the monthly reports submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist were included in the agenda. The Executive Director reported the fund currently has a surplus of \$967,000. The actuary had the fund projected at 1.12% and the fund is currently running at 0.25%. The PMM JIF is currently leading the state in PERMA JIFs for Lost Time Accident Frequency.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

APPROVAL OF MINUTES: JANUARY 25, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 25, 2016:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: 4 Ayes – 0 Nays

ATTORNEY: Mr. Kearns advised the Commission he will be sending out information regarding a decision made regarding OPRA in Cape May County.

TREASURER:

Payment of February 2016 Vouchers Resolution 16-8

Fund Year 2015	14,547.01
Fund Year 2016	234,344.61
Total	248,891.62

Payment of February 2016 Supplemental Vouchers Resolution 16-9

Fund Year 2016	142.00
Total	142.00

MOTION TO APPROVE RESOLTUION 16-8 AND 16-9 VOUCHER LISTS FOR THE MONTH OF FEBRUARY AS SUBMITTED

Motion: Commissioner Andl
Second: Commissioner Brevogel
Vote: 4 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2016:

2016	20.00
2015	50,778.91

2014	7,308.43
2013	4,532.83
2012	526.85
Closed	0.00
TOTAL	63,167.02

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there were 68 certificates issued for the renewal of the policy period.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of January, as well as the schedule of MSI Training and Fast Track training information. The Safety Director also included three safety bulletins that were distributed in the month of January. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Steve McNamara advised December's reports were included in the agenda. Mr. McNamara reported there were 77 bills during the month of January totaling \$90,269.69, of that amount \$31,754.94 was paid for a savings of \$58,514.75 which is a 64.8% savings. There were 5 new injuries in the month of January.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the report was for closed session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: The Executive Director advised next month's meeting will be held at the Sensational Host.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved:	Commissioner Brevogel
Second:	Commissioner Andl
Vote:	Unanimous

MEETING ADJOURNED: 1:37pm

NEXT REGULAR MEETING: March 28, 2016
Sensational Host 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY