

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 23, 2015
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
2:00 PM**

Meeting of 2015 Fund Commissioners called to order by Chairman Carew. Open Public Meetings notice read into record.

ROLL CALL OF 2015 FUND COMMISSIONERS:

Scott Carew, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Thomas Czerniecki	Township of Evesham	Present
Jack Layne	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Shanahan	Township of Evesham	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Rachel Chwastek Karen A. Read
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Treasurer	Thomas Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
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Claims Service	Qual Lynx John Barrecchio Karen Berenato Donna Crosson
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Guy Buonpann Steve McNamara
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Underwriting Manager	Conner Strong & Buckelew
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APPROVAL OF MINUTES: JANUARY 26, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 26, 2015:

Moved:	Commissioner Brevogel
Second:	Commissioner Layne
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

Elected Officials Training: Again this year, the MEL will reduce each member’s 2015 liability claims premium by \$250 for each municipal elected official who completes the course by May 31. The Fund, along with Mr. Kearns office, will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

2015 MEL & MR HIF Educational Seminar –Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Included in the agenda was agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.

MEL Bulletin 15-01 – Enclosed on **Page 10** is MEL Bulletin 15-01 that list all coverage bulletins for 2015. They are available on the MEL’s website at NJMEL.ORG

2015 PRIMA Conference – 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 Houston from June 7–10. Resolution 15-7 authorizing travel expenses was included in the agenda.

MOTION TO ADOPT RESOLUTION 15-7 AUTHORIZING PRIMA TRAVEL EXPENSES

Moved:	Commissioner Brevogel
Second:	Commissioner Czerniecki
Vote:	4 Ayes, 0 Nays

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. Further communication will be through email and the Fund’s website.

DUE DILIGENCE REPORTS: Included in the agenda were the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track and stated the fund has improved over the past month and is running a short deficit of \$41,000. Executive Director reviewed the Expected Loss Ration Analysis and said we are at 0.59% where the actuary had us targeted at 1.17%. The Executive Director advised that the Fund has already overshot the actuary in 2013 and 2014, due to a heavy volume of snow claims, which is not trending well for the fund, and as some claims are still open, a special assessment may be necessary for towns that have overshot their maximum amount. PMM is currently at the top of the Lost Time Accident Frequency list with 0 Lost Time, which is very good. The Executive Director also mentioned he will reach out to the Evesham Fire District about their EPL Compliance, and have their information updated.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney mentioned that regarding the Sovereign Citizens and their bogus liens to have one particular law firm for all towns included in the JIF to handle any particular issues that arise with employees who have dealt with these individuals. The Fund Attorney will reach out to the defense panel and inquire if any of the current attorneys have experience with the matter.

TREASURER:

Payment of February 2015 Vouchers Resolution 15-8

Fund Year 2014	14.95
Fund Year 2015	172,127.35
Total	172,142.30

MOTION TO APPROVE RESOLUTION 15-8 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2015:

2011	11,723.36
2012	17,637.87
2013	18,068.47
2014	49,363.97
2015	36.80
TOTAL	96,830.47

The Treasurer then explained the proposals he had been seeking on behalf of the JIF. TD Bank had the best proposal for the PMM JIF, and will extend the offer to the JIF with a commitment from the JIF until September 30, 2017. A detailed analysis of these options the Treasurer had researched was included in the agenda.

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: Underwriting Manager reported 33 certificates issued for the period 01/01/15 to 01/20/15 included in the agenda for review.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. The Safety Director advised on February 11th, he met with Moorestown and Maple Shade to review open SFIs, and most of the items had been completed but the forms had not been submitted. On February 10th, he visited with Willingboro for an issue at the JFK Center at the gym. Willingboro’s SFIs related to their playground were completed for the most part and again the forms had not been submitted. The Safety Director noted Evesham currently has no SFIs, the Fire District had 2, which have been completed, but again the forms had not been submitted. 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: January report included for information. Report indicated 113 bills during the month of January totaling \$165,310.10 of that amount \$90,766.02 was paid for a savings of \$75,544.08 which is a 45.1% savings. There were 12 new injuries in the month of January. The Managed Care Provider also reviewed the Stewardship Report with Fund.

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 Czerniecki
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Chairman Layne
Second: Commissioner Brevogel
Vote: Unanimous

**MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE
SESSION:**

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

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Layne
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 2:18pm

NEXT REGULAR MEETING: March 23, 2015

Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY