

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 25, 2016
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 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
Joseph Andl	Township of Maple Shade	Present (via telephone)

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, Karen A. Read Rachel Chwastek
Treasurer	Tom Tontarski (via telephone)
Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire David Singh
Auditor	Bowman & Company
Claims Service	Qual Lynx (via telephone) Kathy Kissane(via telephone)
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Steve McNamara (via telephone)
Underwriting Manager	Conner Strong & Buckelew Edward Scioli

APPROVAL OF MINUTES: NOVEMBER 23, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 23, 2015:

Moved:	Commissioner Brevogel
Second:	Commissioner Andl
Vote:	3 Ayes – 0 Nays – 1 Abstain

Meeting of 2015 Fund Commissioners closed by the Executive Director, Bradford C. Stokes.

Meeting of the 2016 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

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
Joseph Andl	Township of Maple Shade	Present (via telephone)

MOTION TO NOMINATE SCOTT CAREW TO SERVE AS CHAIRMAN FOR FUND YEAR 2016:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki

MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2016:

Moved: Commissioner Andl
Second: Commissioner Czerniecki

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION SCOTT CAREW TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2016

Moved: Commissioner Andl
Second: Commissioner Czerniecki
Vote: 4 Ayes, 0 Nays, (Roll Call)

The Fund Attorney advised the Oaths of Office should be distributed to the Fund Commissioners and returned to his office.

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: At the January 26, 2015 Reorganizational meeting, appointed professional contracts in accordance with the fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017. Enclosed with the reorganization resolutions is Resolution 16-1 reflecting re-appointments and establishing compensation for Fund Year 2016.

MOTION TO ADOPT RESOLUTION 16-1

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

The Executive Director reviewed Resolution 16-2 Establishment of Public Meeting Procedures, Resolution 16-3 Establishment of a Fiscal Management Plan, Resolution 16-4 Appointing Defense Panel Attorneys and Resolution 16-5 2015 Risk Management Plan with the Commissioners.

There was a discussion of how attorneys are appointed for POL/EPL Claims.

The Underwriting Manager discussed the changes to the Risk Management Plan with the Fund..

MOTION TO ADOPT RESOLUTION 16-2 THROUGH 16-5

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

Residual Claims Fund 2016 Reorganization Meeting: The Residual Claims Fund’s 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

E-JIF 2016 Reorganization Meeting: The E-JIF 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

MEL 2016 Reorganization Meeting: The MEL 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

Special Fund Commissioner: With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2016, Moorestown has this privilege and they are appointing Thomas Merchel.

2013 State Examination: The State of New Jersey Department of Banking & Insurance performed an examination of the Fund for the 2013 Fund Year; enclosed in Appendix III is a copy of the report. An affidavit was distributed for signature by the Executive Committee of the Fund certifying that each commissioner had reviewed the report respectively.

MOTION TO APPROVE STATE OF NEW JERSEY DEPARTMENT OF BANKING & INSURANCE EXAMINATION REPORT FOR THE 2013 FUND YEAR AND EXECUTE GROUP AFFIDAVIT CERTIFYING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE REPORT

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

2016 Assessments: The 2016 Assessments were mailed to all member towns in mid December. First Installment payments were due to the Treasurer by January 15, 2016.

Environmental Engineer Service Team Change – The EJIF has announced that a new Environmental Engineer has been appointed to service the PMM JIF. PS&S has been selected after an RFP and interview process.

Elected Officials Training: This year, the MEL will reduce each member’s 2016 liability claims

premium by \$250 for each municipal elected official and Twp. Manager 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.

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 Chairman 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.

Due Diligence Reports: Monthly report 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. The Executive Director reported the fund's October surplus was \$651,000, and November's is \$589,000. The claims activity reports our losses are running on target with the actuary projection, about 64%, compared to last year at this time the fund was running about 90%.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Closed session only.

TREASURER:

Payment of December 2015 Vouchers Resolution 15-29

Fund Year 2015	260,128.86
Total	260,128.86

Payment of January 2016 Vouchers Resolution 16-6

Fund Year 2015	00.49
Fund Year 2016	263,543.18
Total	263,543.67

MOTION TO APPROVE RESOLUTION 15-29 VOUCHER LIST FOR THE MONTH OF DECEMBER AND RESOLTUION 16-6 VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED

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

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

2011	0.00
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2012	4,371.42
2013	4,513.91
2014	11,749.65
2015	40,204.72
Closed	(8,860.13)
TOTAL	51,979.57

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there was 1 certificates issued for the period 10/21/15 to 11/18/15 and 3 issued for the period 11/18/15 to 12/18/15 included in the agenda for review. The Underwriting Manager also reviewed an endorsement to the general a liability policy.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of December, as well as a list of MSI Training and Fast Track training information. 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 distributed. Mr. McNamara reported there were 95 bills during the month of December totaling \$49,979.96, of that amount \$17,794.26 was paid for a savings of \$32,185.70 which is a 64.4% savings. There were 9 new injuries in the month of December.

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 Czerniecki
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Richard Brevogel shared that Willingboro’s Police Body Camera initiative has been well received. Due to the cameras, investigations have decreased 18%, complaints from the public have decreased 22% and the number of cases classified as exonerated have increased by over 200%.

Scott Carew started a discussion about ride-alongs with the community college criminal justice students. Mr. Prince advised there is an accreditation standard for those situations.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 2:04pm

NEXT REGULAR MEETING: February 22, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY