

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 25, 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	Absent
Thomas Czerniecki	Township of Evesham	Present
Lou Manchello	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Merchel	Township of Moorestown	Absent
----------------	------------------------	--------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
----------------------------------	--

Treasurer	Tom Tontarski
-----------	----------------------

Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
----------	--

Auditor	Bowman & Company
---------	------------------

Claims Service	Qual Lynx Kathy Kissane
----------------	-----------------------------------

Safety Director	J.A. Montgomery Risk Control Glenn Prince
-----------------	---

Managed Care Organization	QualCare Stephen McNamara
---------------------------	-------------------------------------

Underwriting Manager	Conner Strong & Buckelew
----------------------	--------------------------

ALSO PRESENT:

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: JUNE 27, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JUNE 27, 2016:

Moved:	Commissioner Czerniecki
Second:	Commissioner Carew
Vote:	3 Ayes – 0 Nays

EXECUTIVE DIRECTOR:

Fund Banking Service & Asset Manager – As discussed at last month’s meeting, the MEL issued a Request for Proposals for Banking and Asset Manager Services. The MEL Investment Committee made its recommendation to the Board. The Board accepted the Investment Committee recommendation to award the Banking contract to Investors Bank and the Asset Manager contract to Wilmington Trust.

Local Affiliated JIFs can participate in this program with the same terms. The applicable Resolution for the PMM JIF was included in the agenda. The recommended change in banking and asset management services had been discussed with the Fund’s Treasurer, who compared the current services versus the new deal and advised the Commissioners.

MOTION TO APPROVE RESOLUTION 16-18, AS AMENDED, APPOINTING INVESTORS BANK AS THE FUND BANK AND WILMINGTON TRUST AS ASSET MANAGER

Moved:	Commissioner Czerniecki
Second:	Commissioner Manchello
Vote:	3 Ayes – 0 Nays

Employment Practices Program: As a reminder, changes to the 2016/2017 POL/EPL Program are posted on the MEL’s webpage - www.njmel.org - which details changes to the MEL’s Model Personnel Manual and information on training program requirements.

Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. The checklist appears in the agenda.

Managers & Supervisors Training - Employment Practices Program also includes mandatory training of management. Mr. Kearns held sessions in Willingboro and Moorestown last week.

2017 Renewal Online Underwriting Database: Members have received notification that the database is set up to begin the 2017 underwriting renewal. The deadline to submit schedules is August 15th.

Membership Renewals – The Fund has 3 members up for renewal at the end of the year. Renewal documents will be sent out in August.

2016 Member Manuals – The Fund Office will be distributing the 2016 coverage documents to Fund Commissioners by the end of July.

Audit Report and Actuary Valuation Report as of December 31, 2015 – The 2015 Year End Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund’s newspaper.

Safety Expo – For the ninth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expo will be held on September 30th at the Camden County Emergency Services Training Center. A notice will be mailed to all members with additional information.

August Meeting Cancellation - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, **Resolution 16-19** authorizing this action was included in the agenda.

MOTION TO APPROVE RESOLUTION 16-19 CANCELLING THE AUGUST MEETING

Moved: Commissioner Czerniecki
 Second: Commissioner Manchello
 Vote: 3 Ayes – 0 Nays

ICMA Representative: - Executive Director advised the Commission push back the September meeting to Tuesday, September 20, 2016 in order to accommodate the ICMA Presentation.

Financial Fast Track Report: As of May 31st, the fund has almost a \$1.6 million surplus. There are case reserves and IBNR in the fund’s favor – all good news. The actuary factored the loss ratio analysis at 18.09 and the fund is tracking at 17.32. The fund has had no loss time accidents through June 30th.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Nothing for open session.

TREASURER:

Payment of July 2016 Vouchers Resolution 16-20

Fund Year 2015	15,000.00
Fund Year 2016	256,114.81
Total	280,114.81

MOTION TO APPROVE RESOLUTUION 16-20 VOUCHER LISTS FOR THE MONTH OF JULY AS SUBMITTED

Motion: Commissioner Manchello
 Second: Commissioner Czerniecki
 Vote: 3 Ayes – 0 Nays

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

2016	25,845.80
2015	29,130.38
2014	12,583.84
2013	9,035.16
2012	1,351.16
Closed	0.00
TOTAL	77,946.34

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there were 6 certificate issued for the period 5/23/2016 through 6/21/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of June, as well as the schedule 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: Stephen McNamara, advised June's reports were included in the agenda. Mr. McNamara reported there were 107 bills during the month of June totaling \$118,751.30 of that amount \$33,366.11 was paid for a savings of \$85,385.19 which is a 71.9% savings.

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 Czerniecki
Second: Commissioner Manchello
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Czerniecki
Second: Commissioner Manchello
Vote: Unanimous

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

Moved: Commissioner Czerniecki
Second: Commissioner Manchello
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Manchello
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 1:59pm

**NEXT REGULAR MEETING: Tuesday, September 20, 2016
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY