

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 27, 2015
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

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
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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) Karen Berenato Tracey Lourrex Sue Lovett
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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 Edward Scioli
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APPROVAL OF MINUTES: JUNE 22, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JUNE 22, 2015:

Moved:	Commissioner Brevogel
Second:	Commissioner Czerniecki
Vote:	2 Ayes – 0 Nays (2 abstentions)

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

2016 Renewal Online Underwriting Database: Last year the MEL contracted with Exigis to develop an underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Members received an email advising that the database has been set up and was ready for members to begin the 2016 underwriting renewal. The deadline is September 1st.

2015 Coverage Manuals – The fund office has started to distribute the 2015 Coverage Manuals to all Fund Commissioners and Risk Managers via email.

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 25th at the Camden County Emergency Services Training Center. A notice will be mailed to all members with additional information.

OPRA Form – The Fund office has revised the OPRA form used for all Joint Insurance Funds. There is a new Fax Number, email address and a new contact person.

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 15-19** authorizing this action was part of the agenda.

MOTION TO APPROVE RESOLUTION 15-19 CANCEL AUGUST MEETING

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

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.

The Executive Director reported the Financial Fast Track shows the fund is trending at a \$215,000 surplus, which is very good news for the fund. The Loss Ratio Analysis from the actuary pegged the fund at 18.4%, the fund is currently at 21.87%, which is driven by workers compensation claims. The Fund’s Lost Time Accident Frequency is 3.58, an improvement from last month’s 4.03. The Executive Director asked is there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney advised his report was for closed session only.

TREASURER:

Payment of July 2015 Vouchers Resolution 15-20

Fund Year 2014	7,200.00
Fund Year 2015	98,059.74
Total	105,259.74

MOTION TO APPROVE RESOLUTION 15-20 VOUCHER LIST FOR THE MONTH OF JULY 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 June 2015:

2011	38,688.60
2012	28,675.83
2013	37,286.16
2014	25,963.16
2015	42,566.22
TOTAL	173,179.97

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Executive Director reported 12 certificates issued for the period 05/19/15 to 06/21/15 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 June, as well as a list of MSI Training and Fast Track training information. The Safety Director mentioned he has been in contact Captain Reinhart, regarding the development of Police Supervision Training in conjunction with the Burlington County Prosecutor's Office. The Safety Director advised included in the report were two safety director bulletins, (1) Managing Special Events and (2) Preventing Heat-Related Illnesses. 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 June's reports were included in the agenda. Mr. McNamara reported there were 187 bills during the month of June totaling \$92,811.14 of that amount \$34,469.85 was paid for a savings of \$58,341.29 which is a 62.9% savings. There were 7 new injuries in the month of June.

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 Czerniecki
Second: Commissioner Brevogel
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: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 2:03pm

**NEXT REGULAR MEETING: September 28, 2015
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY