

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JUNE 27, 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
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 Jim Miles Dennis Skalkowski
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Claims Service	Qual Lynx Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare(via telephone) Lisa Gallo
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Underwriting Manager	Conner Strong & Buckelew
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ALSO PRESENT:

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: MAY 23, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MAY 23, 2016:

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

EXECUTIVE DIRECTOR:

Audit Report as of December 31, 2015 – The Auditor’s Report as of December 31, 2015 had been sent under separate cover to the Fund Commissioners. Mr. Jim Miles and Mr. Dennis Skalkowski from Bowman & Company gave a report at the meeting and following that, the Board formally approved Resolution 16-15 approving year end financials along with the Group Affidavit.

MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2015 AS PRESENTED, ADOPT RESOLUTION 16-15 AND EXECUTE THE GROUP AFFIDAVIT

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

The Executive Director advised the retrospective premiums included in the audit on page 20, will be billed at the end of this year when this year closes into the RCF.

Residual Claims Fund – The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2012. Enclosed in the agenda was Resolution 16-16 authorizing the transfer of the PMM JIF’s 2012 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 16-16 TRANSFERRING FUND YEAR 2012 TO THE RCF

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

Residual Claims Fund – The RCF met on June 2, 2016 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting was included in the agenda.

EJIF- The EJIF met on June 2, 2016 at the Forsgate in Jamesburg, NJ. Commissioner Carew’s report on the meeting was included in the agenda.

MEL JIF – The MEL met on June 2, 2016 at the Forsgate in Jamesburg, NJ. Commissioner Carew’s report on the meeting was included in the agenda.

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.

Managers & Supervisors Training - Employment Practices 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. All members police departments have completed this training.

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 MEL JIF Excess and Reinsurance Polices – on Page 14 of the agenda is a memo from the MEL Underwriter reporting that the 2016 Excess Polices have been filed with the NJ Department of Banking and Insurance and with the DCA.

2017 Renewal Online Underwriting Database: Members will receive an email when the database is set up to begin the 2017 underwriting renewal – which is expected to begin in late June.

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 reviewed the April reports with the fund. The fund's surplus is over \$1.2 million with over \$4.3 million in cash. The actuary had the expected loss ratio at 12.8% and the fund is a little higher at 17.5%. There were 4 loss time accidents in May.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE.

TREASURER:

Payment of June 2016 Vouchers Resolution 16-17

Fund Year 2016	98,269.08
Total	98,269.08

MOTION TO APPROVE RESOLTUION 16-17 VOUCHER LISTS FOR THE MONTH OF JUNE 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 May 2016:

2016	41,826.51
2015	18,742.26
2014	27,645.68
2013	50,557.12
2012	995.94
Closed	0.00
TOTAL	139,767.51

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there were 7 certificate issued for the period 4/21/2016 through 5/22/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of May, as well as the schedule of MSI Training and Fast Track training information. He advised he met with the Evesham FD on 6/9. He met with Lt. Mike Robertson, the training officer, and provided a list of training and website information. The Safety Director also included a Safety Director's Bulletin regarding Summer Seasonal Employee training. 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: Lisa Gallo, via teleconference, advised May's reports were included in the agenda. Ms. Gallo reported there were 104 bills during the month of May totaling \$127,741.41, of that amount \$32,886.89 was paid for a savings of \$94,854.52 which is a 74.3% 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 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 Andl
Second: Commissioner Brevogel
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Mr. Kearns advised the Fund of a court decision regarding the VA former governor was found not guilty as he was only paid to set up a meeting.

Mr. Czerniecki advised he would invite the ICMA representative to the July meeting, to address the fund.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 1:40pm

NEXT REGULAR MEETING: July 25, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY