

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – JUNE 22, 2015
 111 WEST 2ND STREET
 MOORESTOWN TOWNSHIP
 1:00 PM**

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

ROLL CALL OF 2015 FUND COMMISSIONERS:

Scott Carew, Chairman	Township of Moorestown	Absent
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, Karen A. Read Rachel Chwastek
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Treasurer

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 Karen Berenato
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Steve McNamara Jugruup Hundal
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Underwriting Manager	Conner Strong & Buckelew
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APPROVAL OF MINUTES: MAY 18, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MAY 18, 2015:

Moved:	Commissioner Layne
Second:	Commissioner Czerniecki
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

Financial Plan: At last months meeting the Executive Director reviewed a Financial Plan to address the deficit the Fund is facing. At the request of the Fund Commissioners, action on the adoption of a supplemental assessment was tabled so that further information would be provided to the members. That information was sent last week; further discussions were held at the meeting.

MOTION TO ADOPT SUPPLEMENT ASSESSMENT RESOLUTION 15-13

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

Audit Report as of December 31, 2014 – The Auditor’s Report as of December 31, 2014 has been sent under separate cover to the Fund Commissioners. Mr. Jim Miles from Bowman & Company gave a report at the meeting and following that, the Board formally approved Resolution 15-15 approving year end financials along with the Group Affidavit.

MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2014 AS PRESENTED, ADOPT RESOLUTION 15-15 AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

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

Residual Claims Fund – The RCF met on June 3, 2015 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting is enclosed. The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2011. Included in the agenda was Resolution 15-16 authorizing the transfer of the PMM JIF’s 2011 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 15-16

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

EJIF- The EJIF met on June 3, 2015 at the Forsgate in Jamesburg, NJ. Commissioner Carew’s report on the meeting was enclosed in the Agenda.

MEL JIF – The MEL met on June 3, 2015 at the Forsgate in Jamesburg, NJ. Commissioner Carew’s report on the meeting was enclosed in the Agenda.

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 have received an email that the database is set up to begin the 2016 underwriting renewal. Deadline for completion is September 1.

2015 MEL JIF Excess and Reinsurance Policies – Included in the agenda was a memo from the MEL Underwriter reporting that the 2015 Excess Policies have been filed with the NJ Department of Banking and Insurance and with the DCA.

PERMA Office Location: PERMA has moved offices within its current building and has an updated suite number. While all other contact information remains the same, the new address is:

PERMA Risk Management Services
9 Campus Drive, Suite 216
Parsippany, NJ 07054-4412

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 reported in the Loss Ratio Analysis, the actuary had the fund pegged at 13.12%, the fund is at 22.99%, driven by workers compensation. The Loss Time Accident Frequency for the fund is 4.03, with 0 new loss time accidents.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney advised there were a few cases of which the fund commissioners should be aware. There is one case that may have significance for the PMM JIF; The City of Los Angeles vs. Bethel. City of LA had an ordinance to check registration at hotels at any time, it was deemed unconstitutional, a search warrant is required.

TREASURER:

Payment of June 2015 Vouchers Resolution 15-17

Fund Year 2015	262,955.38
Amendment	190.00
Total	263,145.38

MOTION TO APPROVE RESOLUTION 15-17 VOUCHER LIST FOR THE MONTH OF JUNE AS SUBMITTED

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

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

2011	15,957.00
2012	18,711.64
2013	5,921.30
2014	11,935.56
2015	74,715.75

TOTAL	127,241.25
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Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Executive Director reported 6 certificates issued for the period 04/23/15 to 05/18/15 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 May, as well as a list of MSI Training and Fast Track training information. The Safety Director advised included in the report were two safety director bulletins, (1) Training Summer/Seasonal Employees and (2) Traffic Control by Law Enforcement in Work Zones. 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 introduced Jugruup Hundal (Grupa) as a new member of his team. May's reports were included for information. Report indicated 192 bills during the month of May totaling \$124,860.76 of that amount \$44,440.41 was paid for a savings of \$80,420.35 which is a 64.4% savings. There were 8 new injuries in the month of May.

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 Layne
Second:	Commissioner Czerniecki
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved:	Commissioner Layne
Second:	Commissioner Czerniecki
Vote:	Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved:	Commissioner Layne
Second:	Commissioner Czerniecki
Roll Call Vote:	3 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: 2:09pm

NEXT REGULAR MEETING: July 27, 2015
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY