

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MARCH 28, 2016
 SENSATIONAL HOST CATERERS, INC.
 3030 NJ-73, MAPLE SHADE, NJ 08052
 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	Absent

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 David Singh
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Auditor	Bowman & Company
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Claims Service	Qual Lynx (via telephone) Kathy Kissane Peggy Hofman Robin Sulzer Eileen Stasuck Kristen Kiel Donna Crosson
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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 Ed Cooney Tim Friel Alex DeLuccia
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ALSO PRESENT:

Sean Weinberg, Freeman & Huber
Dean Wittman, Zeller & Wieliczko
Michael J Huntowski, Zeller & Wieliczko

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: FEBRUARY 22, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 22, 2016:

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

EXECUTIVE DIRECTOR:

Cyber Liability – At January’s meeting, the Underwriter had presented an option at higher cyber liability limits however, it came with a \$25,000 deductible. Caitlin Insurance, the Fund’s Cyber Liability carrier, has agreed to offer a revised option with the higher limits at our current deductible of \$10,000. The increase in premiums would be \$246.00 per member; \$1,230.00 total.

	Per Member Total Premium	
Current Program	\$600.00	\$3,000.00
Revised Option 2	\$846.00	\$4,230.00

MOTION TO APPROVE THE PURCHASE OF REVISED OPTION 2

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

MEL Crime & Casualty Policy Endorsements – The MEL Coverage Committee worked with the Technical Writer to develop an endorsement to the MEL Crime Bond to accurately provide for volunteer Library Treasurers and an amusement exclusion to the JIF Casualty policy to update the definition of amusement rides to include “small truck mounted kiddie rides, inflatable bounce houses, slides and other inflatable attractions as excluded amusements”. The Board of Fund Commissioners accepted the recommendations of the Coverage Committee.

The Endorsements were included in the agenda and the Executive Director suggested accepting the voluntary Library Treasurers Endorsement and tabling the Amusement Rides Endorsement. If the Commissioners agree, a motion would be in order to accept.

MOTION TO ACCEPT THE POLICY ENDORSEMENT, REGARDING VOLUNTEER LIBRARY TREASURERS APPROVED BY THE MEL, AMUSEMENT RIDES TABLED

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

2016 MEL & MR HIF Educational Seminar – The Executive Director advised the 6th annual seminar is scheduled for Friday April 15, 2016 at the National Conference Center. The seminar qualifies for an extensive list of Continuing Education credits including CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, TCH Water Supply, Wastewater, RPPO and QPA.

There is no fee for employees and insurance producers associated with eh MEL and MR HIF Members as well as personnel who work for service companies that are engaged by MEL member JIFS and HIFS. Included in the agenda was the registration form.

Employment Practices Program: The Executive Director advised there are a number of areas members must address to maintain Program Compliance. Please work with your municipal attorney to complete the Attorney Certification form by October 1, 2016.

Personnel Manuals – The MEL is in the final stages of revising the Model Personnel Manual. We will email all members when the updates have been posted to the MEL webpage – njmel.org.

Managers & Supervisors Training - Employment Practices Risk Management 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. A notice will be distributed to members once the classes are scheduled.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials and Administrator completing the course by June 1st. Mr. Kearns is presenting several sessions in the JIF, the registration form was included in the agenda. Please visit the MEL webpage for other scheduled classes – njmel.org.

This course is also available on line. Included in the agenda were directions to take the class on line.

MEL Meeting - The MEL met on March 2, 2016 at the Forsgate. Included in the agenda was a copy of Commissioner Carew's report of that meeting for your review.

Residual Claims Fund - The RCF met on March 2, 2016. Included in the agenda was a copy of Commissioner Carew's report of that meeting for your review.

E-JIF Meeting - The E-JIF also met on March 2, 2016. Included in the agenda was a copy of Commissioner Carew's report of that meeting for your review.

2016 PRIMA Conference – The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Atlanta from June 5–8. Please notify the Fund office if you are interested in attending.

2016 Financial Disclosure Forms – In 2014, the Division of Local Government Services developed an online program for financial disclosure filings. The fund office has received notification that online filing will be implemented again this year and the deadline to file is April 30th. The fund office will distribute instructions to commissioners on how to file once a roster is finalized.

The Executive Director then introduced the JIF to Ed Cooney, Conner Strong & Buckelew's new Underwriter, replacing Ed Scioli, as well as Tim Friel and Alex DeLuccia, members of the Underwriting Team.

April Meeting Cancellation: – The Executive Director advised in previous years the April meeting had been cancelled for the PMM JIF. He advised it is typically a slow month. If the Commissioners agree, a motion would be in order to cancel April's meeting.

MOTION TO AMEND THE MEETING SCHEDULE TO CANCEL APRIL'S MEETING, AUTHORIZE THE CLAIM'S COMMITTEE TO HANDLE CLAIMS IN THE INTERIM, AND THE TREASURER TO HANDLE THE BILL LIST

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

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 PMM JIF is currently leading the state in PERMA JIFs for Lost Time Accident Frequency.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE.

TREASURER:

Payment of March 2016 Vouchers Resolution 16-10

Fund Year 2016	40,877.20
Total	40,877.20

MOTION TO APPROVE RESOLUTUION 16-10 VOUCHER LISTS FOR THE MONTH OF MARCH AS SUBMITTED

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

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

2016	2,820.50
2015	36,482.23
2014	2,236.26
2013	7,444.07
2012	4,493.88
Closed	0.00
TOTAL	53,476.94

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: The Underwriting Manager reported there was 1 certificate issued for the period 1/16/2016 through 2/17/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of February, as well as the schedule of MSI Training and Fast Track training information. He advised a new Course has been added, Cybersecurity. The instructions to access this information were included in the agenda. The Safety Director also included a safety bulletin on Automated External Defibrillators. He also thanked the members for their participation and advised the Safety Awards have been mailed to each member and he hopes the trend continues for 2016. 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 Peggy Holmes to the JIF, who is a nurse supervisor for the JIF and oversees the managed care division. He advised February’s reports were included in the agenda. Mr. McNamara reported there were 88 bills during the month of February totaling \$53,424.04, of that amount \$21,536.23 was paid for a savings of \$31,887.81 which is a 59.7% savings.

There was a discussion about poison ivy and how it should be handled at the urgent care facilities.

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 Czerniecki
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
Vote: Unanimous

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

Moved: Commissioner Brevogel
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 Brevogel
Second:	Commissioner Czerniecki
Vote:	Unanimous

MEETING ADJOURNED: 2:17pm

NEXT REGULAR MEETING: May 23, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY