

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – MARCH 23, 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	Absent
Jack Layne	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Shanahan	Township of Evesham	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Rachel Chwastek Karen A. Read
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Treasurer	Thomas Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
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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 Steve McNamara
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Underwriting Manager	Conner Strong & Buckelew
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APPROVAL OF MINUTES: FEBRUARY 23, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 23, 2015:

Moved:	Commissioner Brevogel
Second:	Commissioner Layne
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

Professional Service Agreements: In 2006, the PMM JIF and the MEL adopted standard contract language for professional service agreements. The MEL's attorney has updated provisions of the standard contract on Political Contributions, Affirmative Action and Records. The attached Resolution includes the recommended form – with tracked changes. Clauses unique by Fund professionals are set forth in the first section of the professional service agreements. The JIF attorney has reviewed these changes and is in agreement.

Motion to adopt Resolution 15-9 Amending the Fund's Standard Contract Provisions

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

Fund Banking – Last month, our Treasurer discussed an offer from TD Bank to enhance our terms of banking and asset management services with them. Mt. Tontarski has completed that transaction, we should formalize this.

Motion to Approve Terms and Conditions for TD Bank Account Enhancements

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

Elected Officials Training: Again this year, the MEL will reduce each member's 2015 liability claims premium by \$250 for each municipal elected official who completes the course by May 31. The Fund, along with Mr. Kearns office, will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

2015 MEL & MR HIF Educational Seminar –Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Included in the agenda was agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.

2015 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 Houston from June 7–10. Please advise the Fund office if you are interested in attending.

RCF Meeting: The RCF met on Wednesday, March 4, 2015 at 10:30 a.m. Commissioner Carew's report on the meeting was included in the agenda.

EJIF Meeting: The EJIF met on Wednesday, March 4, 2015 at 10:50 a.m. Commissioner Carew's report on the meeting was included in the agenda.

MEL Meeting: The MEL met on Wednesday, March 4, 2015 at 11:15 a.m. Commissioner Carew's report on the meeting was included in the agenda.

2015 Financial Disclosure Forms: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for 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.

League Magazine: Enclosed in the agenda was the first of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

DUE DILIGENCE REPORTS: Included in the agenda were the 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 there was no Financial Fast Track Report this month due to JIF audits and reviewed the fund reports. In the Loss Ratio Analysis, the actuary had the fund pinned at 3.2%, the fund is trending a little over 9%, driven mostly by property claims. The Loss Time Accident Frequency for the fund is 3.36, which includes 5 new loss time accidents.

Executive Director advised April has always been a slow month for the fund and recommended canceling the meeting and authorizing payment for the fund professionals and claims.

Motion to Cancel the April Meeting and authorize payment for the Fund Professionals and Claims

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

Executive Director proposed an excess claims review meeting, to review the top ten active claims and other important claim information in more depth. The Executive Director will send an email to the group to schedule the session.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney advised he will send memos with cases involving potential claims to the fund commissioners.

TREASURER:

Payment of March 2015 Vouchers Resolution 15-10

Fund Year 2014	7,500.00
Fund Year 2015	36,830.57
Total	44,330.57

MOTION TO APPROVE RESOLUTION 15-10 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED

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

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

2011	7,941.48
2012	37,763.15
2013	63,998.38
2014	115,177.47
2015	9,762.78
TOTAL	234,643.26

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Underwriting Manager reported 5 certificates issued for the period 01/21/15 to 02/18/15 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 February, 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) Maneuvering Large Vehicles and (2) First Responders – Safe Lifting and Moving of Patients. 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: February report included for information. Report indicated 129 bills during the month of February totaling \$165,310.10 of that amount \$90,766.02 was paid for a savings of \$145,875.75 which is a 63.2% savings. There were 14 new injuries in the month of February.

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 Layne
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Layne
Second: Commissioner Brevogel
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Layne
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 Layne
Vote: Unanimous

MEETING ADJOURNED: 2:08pm

NEXT REGULAR MEETING: May 18, 2015
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY