

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – MAY 23, 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
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Claims Service	Qual Lynx (via telephone) 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 Ed Cooney
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ALSO PRESENT:

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: MARCH 28, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MARCH 28, 2016:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
Vote: 3 Ayes – 0 Nays – 1 Abstention

EXECUTIVE DIRECTOR:

MEL Membership Renewal: The Fund is scheduled to renew their MEL membership effective 7/1/16. Included in the agenda was Resolution 16-11 renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2016 through June 30, 2019.

MOTION TO APPROVE MEMBERSHIP IN THE MELJIF

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

MEL Crime Policy Endorsements – The MEL Coverage Committee worked with the Technical Writer to develop two enhancing endorsements to the JIF Crime Policy. One is extending coverage for Social Engineering exposure and the other as an exception to the Failure to Obtain Insurance exclusion as respects to on line vendor exposure. Included in the agenda was a memorandum from the MEL Underwriting Manager.

The MEL Underwriting Manager reviewed the endorsements with the fund and advised a motion would be in order to accept the policy endorsements.

MOTION TO ACCEPT THE POLICY ENDORSEMENTS APPROVED BY THE MEL COVERAGE COMMITTEE

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

Risk Management Consultants – As discussed at previous meetings, two members of the Fund would like to have the option to appoint Risk Management Consultants (RMC) to represent their municipalities. Risk Managers assist the members in a variety of task including providing assistance to the members safety program; evaluation of exposures and preparation of renewal applications. Included in the agenda was Resolution 16-12 authorizing the member municipalities to appoint RMCs if they desire.

MOTION TO APPROVE RESOLUTION 16-12 AUTHORIZING MEMBER ENTITIES TO APPOINT RISK MANAGEMENT CONSULTANTS

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

Employment Practices Program: As a reminder, changes to the 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 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 session is scheduled on May 25th at the Marlton Fire Station, the registration for that session was included in the agenda.

Additional sessions will be 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 presented a sessions last month. Please visit the MEL webpage for other scheduled classes – njmel.org.

This course is also available on line. Enclosed are directions to take the class on line.

2016 Financial Disclosure Forms – As previously reported, the fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the PMM JIF. The email included links to the instructions and the DLGS webpage to file your disclosure; filing deadline was April 30th. All Commissioners have filed.

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 on or near June 1, 2016.

2016 2nd Assessment Bills Statement of Accounts were sent out to members with a due date of May 30th.

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 both February and March's reports with the fund.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE.

TREASURER:

Payment of April 2016 Vouchers Resolution 16-12

Fund Year 2016	402,453.97
Total	402,453.97

Payment of May 2016 Vouchers Resolution 16-13

Fund Year 2016	39,437.83
Total	39,437.83

MOTION TO APPROVE RESOLUTUION 16-12 VOUCHER LISTS FOR THE MONTH OF APRIL AND RESOLUTUION 16-13 VOUCHER LISTS FOR THE MONTH OF MAY 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 April 2016:

2016	29,066.02
2015	19,620.09
2014	16,678.70
2013	5,943.36
2012	184.49
Closed	0.00
TOTAL	71,492.66

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: The Underwriting Manager reported there were 3 certificate issued for the period 3/19/2016 through 4/20/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of April, as well as the schedule of MSI Training and Fast Track training information. He advised his loss control visits for the playgrounds have been ongoing, on 5/16 his visited Moorestown playgrounds, made some minor recommendations, the playgrounds are in good shape. On 5/20, he met with Maple Shade Police Department regarding the update of their policies and procedures. The Safety Director is scheduled to meet with Evesham to review their playgrounds tomorrow. 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 April's reports were included in the agenda. Mr. McNamara reported there were 82 bills during the month of April totaling \$104,251.70, of that amount \$34,457.52 was paid for a savings of \$69,794.18 which is a 66.9% 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 Brevogel
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 Brevogel
Second: Commissioner Andl
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Commissioner Czerniecki advised that Evesham is currently considering a dog park, Commissioner Carew advised Moorestown is as well.

The Commissioners then had a discussion regarding IMCA designation ensued among the Commissioners and the possibility of having someone come to the fund and discuss IMCA designation was discussed.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 1:52pm

**NEXT REGULAR MEETING: June 27, 2016
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY