

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – MAY 20, 2013
984 TUCKERTON ROAD, MARLTON, NJ
EVESHAM TOWNSHIP
2:00 PM**

Meeting of Fund Commissioners called to order by Chair Gary LaVenia. Open Public Meetings notice read into record.

ROLL CALL OF 2013 FUND COMMISSIONERS:

Gary LaVenia, Chairman	Township of Maple Shade	Present
Scott Carew, Secretary	Township of Moorestown	Present
William Cromie	Township of Evesham	Present
Richard Brevogel	Township of Willingboro	Present

SPECIAL FUND COMMISSIONERS:

Robert Wells	Township of Maple Shade	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read
Treasurer	Thomas Tontarski
Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
Claims Service	Qual Lynx Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Aubrie Vanduyn
Underwriting Manager	Conner Strong & Buckelew

APPROVAL OF MINUTES: FEBRUARY 25, 2013 and MARCH 25, 2013 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY AND MARCH AS AMENDED

Motion:	Commissioner Carew
Second:	Commissioner Brevogel
Vote:	3 Ayes, 0 Nays, 1 Abstain – Commissioner Cromie

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

ELECTED OFFICIALS TRAINING – Executive Director reported this year’s elected officials training program will focus on Risk Management for Local Officials. We had a session scheduled on April 10th at Maple Shade and will be scheduling one more session. The MEL placed an on-line version on NJMEL.ORG. To date, 500 officials have used this option. The deadline is May 31st. Those that haven’t take the training please do so by next week to take advantage of the \$250 credit.

MEL MEMBERSHIP RENEWAL – The Fund is scheduled to renew their MEL membership effective 7/1/13. Enclosed in the agenda was Resolution 13-11 renewing the Fund’s membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2013 through June 30, 2015.

MOTION TO ADOPT RESOLUTION 13-11 RENEWING THE FUND’S MEMBERSHIP IN THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND FOR THE PERIOD OF JULY 1, 2013 THROUGH JUNE 30, 2015.

Motion:	Commissioner LaVenja
Second:	Commissioner Carew
Vote:	Unanimous

ASSESSMENT BILLS – Executive Director reported the second assessment bills have been mailed out and are due on May 30th. Your prompt attention to those will be appreciated. The Treasurer reported all bills have been paid with the exception of one and we are expecting payment today.

FINANCIAL DISCLOSURE FORM: Executive Director reported the Division of Local Government Services has now completed the new “on-line” procedure for filing Local Financial Disclosure Forms. The Fund Office distributed a memorandum last month. (Appendix II). Attorney Kearns said that the form is filed the same place you filed for your municipality you just have to select Professional Municipal Management JIF in the dropdown menu. Instructions will be sent out again as a reminder to all members.

2013 PRIMA CONFERENCE – The PMM JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. **PRIMA’s 2013 Annual Conference will be held June 2-5, 2013, in Tampa.**

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 reviewed the Financial Fast Track report at the statutory surplus stands at \$561,537 as of March 31, 2013. That is a huge increase over this time last year where we were actually showing a deficit of \$58,000 so things are looking good and 2012 continues to be a very good year. The Expected Loss Ratio Analysis Report reflected the actuary's target at 8.97% but we are fairly higher than that at 18.98%. There are been a few property claims that have skewed this number as well as some workers comp claims that have blossomed.

Executive Director's Report Made Part of Minutes.

ATTORNEY: None

TREASURER:

Treasurer reported in regards to banking relationship we are still with TD Bank and the possible alternative is Wells Fargo. The determination on the unitized trust concept is not authorized under our current legislation so we can not move in that direction. In response to Commissioner Carew, Attorney Kearns said a unitized trust is putting all of the funds together in a single trust account. Mr. Tontarski said we would be co-mingling our funds with other JIF's.

Payment Of April 2013 Vouchers Resolution 13-12

Fund Year 2013	158,872.99
Total	158,872.99

Payment of May Vouchers Resolution 13-13

Fund Year 2013	33,081.51
Total	33,081.51

MOTION TO APPROVE RESOLUTION 13-12 and 13-13 VOUCHER LIST FOR THE MONTHS OF APRIL AND MAY AS SUBMITTED

Motion: Commissioner Cromie
Second: Commissioner Carew
Roll Call Vote: 4 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: None

SAFETY DIRECTOR:

REPORT: Safety Director reported instructions for registering for the online training courses along with a list of the classes that are available through the MSI. The 101 Days of Summer Bulletin is included with safety initiatives that we feel are beneficial not only professionally but in your personal life as well. In response to Commissioner Brevogel, Glenn Prince said there are very common check lists that we have that identify most of the common hazards we find in the public entity environment, training, PPE, qualifications of the operator and we could include these in a checklist that would universally apply to all four public entities. Executive Director said Glenn Prince can take a look at the specific duties that you have we will see if we have what you are missing or need and if not we could take a look at bringing someone from the outside to assist.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: January report included for information. Report indicated 5 new injury requiring medical management and a savings of 49.6% for April.

Ms. Vanduyn referred to reports that were reported in the agenda which included Intake Reporting by Injury, Top 10 Providers, Charges by Specialty, Top 10 Claims.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager’s reviewed the 2012 Year in Review report and said auto liability claims are down. Workers comp continues to be your high cost driver on average it’s accounted for 70% of claims cost and in 2012 it accounted so far for 61%. Obviously, as 2013 wears on the numbers will start to get more in line.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Cromie
Second: Commissioner Carew
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Cromie
Second: Commissioner Carew
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION AND AUTHORIZE WILLIAM CROMIE TO SIGN OF ON THE PARS:

Moved: Commissioner LaVenia
Second: Commissioner Carew
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

Commissioner Brevogel said Willingboro used their safety grant to have a trainer come in and offer nine sessions to their employees. Six of the Willingboro employees are working with the trainer and we have given them the tools to become more physically fit for their jobs and the type of work they do.

Attorney Kearns said in terms of safety please talk to your folks about putting their cones out well behind where the truck is. A lot of roads have a curve on them and there is not enough warning to where they are blocking a lane and doing work.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Cromie
Second: Commissioner Carew
Vote: Unanimous

MEETING ADJOURNED: 2:38pm

**NEXT REGULAR MEETING: June 24, 2013
Evesham Township 2:00PM**

Karen A. Read, Assisting Secretary for
WILLIAM CROMIE, SECRETARY