

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – MAY 18, 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	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
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Treasurer

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: MARCH 23, 2015 - Open & Closed Minutes.

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

Moved:	Commissioner Layne
Second:	Commissioner Brevogel
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

Financial Plan: The Executive Director reviewed a Financial Plan to address the deficit the Fund is facing.

PERMA Staff Announcement: After 30 years of service to the MEL and its affiliated JIFs, Mary Lou Doner, Vice President of Claims, is retiring on July 1, 2015. PERMA is pleased to announce that Robyn Walcoff, Esq. will join the operation as the Vice President of Claims.

2014/2015 Public Officials/Elected Officials Training Seminars: As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org; instructions to take the online course is enclosed. The deadline to complete the training is June 1, 2015. On line instructions were included 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 will receive an email when the database is set up to begin the 2016 underwriting renewal – which is expected to begin on or near June 1, 2015.

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.

2015 Financial Disclosure Forms: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. Perma provided all Fund Commissioners with the PIN they need to complete their Financial Disclosure filing for the PMM JIF. Email included link to the instructions and the webpage to file your disclosure. The filing deadline was April 30th. All commissioners and professionals of the JIF completed their filing by the April 30th deadline.

Audit and Actuarial Valuation Year-End Reports: The financial audit for the period ending December 31, 2014 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

League Magazine: Enclosed in the agenda was the third 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 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 pinned at 9.42%, the fund is trending over 25%, driven mostly by workers compensation and a little by property claims. The Loss Time Accident Frequency for the fund is 5.04, which includes 4 new loss time accidents. The Executive Director will reach out the Fire District regarding the reduced EPL/POL deductible. It is his understanding they are close to completion of the requirements.

ATTORNEY:

Fund Attorney advised there were a few cases of which the fund commissioners should be aware. The first is regarding video requests and the second is regarding firearms purchasing permits. The attorney will distribute more information regarding the cases to the commissioners. The Fund Attorney advised he has prepared a resolution regarding the Defense Panel's fees. A motion of requested.

MOTION TO APPROVE RESOLUTION REGARDING CHANGE IN THE DEFENSE PANEL FEES

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

TREASURER:

Payment of April 2015 Vouchers Resolution 15-11

Fund Year 2014	10,000.00
Fund Year 2015	398,323.80
Total	408,323.80

Payment of May 2015 Vouchers Resolution 15-12

Fund Year 2014	0.00
Fund Year 2015	37,570.80
Total	37,570.80

MOTION TO APPROVE RESOLUTION 15-11 VOUCHER LIST FOR THE MONTH OF APRIL AND RESOLUTION 15-12 VOUCHER LIST FOR THE MONTH OF MAY AS SUBMITTED

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

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

2011	28,741.77
2012	5,694.20
2013	12,145.15
2014	13,449.91
2015	61,192.48
TOTAL	121,223.51

UNDERWRITING MANAGER REPORT: Executive Director reported 8 certificates issued for the period 02/19/15 to 03/23/15 included in the agenda for review and 11 certificates issued for the period 03/24/15 to 04/22/15 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 March and April, 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) Safety when Collecting Brush on Roadways and (2) Comprehensive Playground Inspection Programs. 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: April's report were included for information. Report indicated 161 bills during the month of April totaling \$107,319.66 of that amount \$42,081.95 was paid for a savings of \$65,237.71 which is a 60.8% savings. There were 4 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 Brevogel
Second: Commissioner Layne
Vote: Unanimous

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

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
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: June 22, 2015
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY