

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – OCTOBER 26, 2015  
111 WEST 2<sup>ND</sup> 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
Joseph Andl	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 <b>Bradford C. Stokes,</b> <b>Karen A. Read</b> <b>Rachel Chwastek</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx (via telephone) <b>Kathy Kissane</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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Managed Care Organization	QualCare <b>Steve McNamara</b>
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Underwriting Manager	Conner Strong & Buckelew
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**APPROVAL OF MINUTES:** SEPTEMBER 28, 2015 - Open & Closed Minutes.

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 28, 2015:**

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

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**2016 BUDGET:** – The Executive Director included in the agenda the Proposed 2016 Budget and reviewed it with the Fund.

**MOTION TO INTRODUCE THE 2016 BUDGET AND SCHEDULE A PUBLIC HEARING ON MONDAY, NOVEMBER 23, 2015 AT 1:00PM.**

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

**Residual Claims Fund (RCF)** - The Residual Claims Fund met last week at the Forsgate Country Club to hold a public hearing to review the amended 2015 Budget and the proposed 2016 Budget. A copy of the report will be included in next month’s agenda.

**EJIF** - The EJIF met last week at the Forsgate Country Club. A public hearing and adoption of the 2016 Budget was held. A copy of the report will be included in next month’s agenda.

**MEL** - The MEL met last week at the Forsgate Country Club to introduce the 2016 Budget. A copy of the report will be included in next month’s agenda. Commissioner Carew informed the fund of the discussion regarding the possible formation of the Urban JIF.

**Elected Officials Training** - This year’s elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 18, 2015.

**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.

The Executive Director reported the August Financial Fast Track shows the fund has a surplus of over \$226,000. The Loss Ratio Analysis from the actuary pegged the fund at 37%, the fund is currently at 45%, which is a better trend then last year, when the fund was trending at 68%. The Fund’s Lost Time Accident Frequency is 3.58, with 1 new loss time accidents report last month.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Closed session only.

**TREASURER:**

**Payment of October 2015 Vouchers Resolution 15-26**

Fund Year 2015	35,757.04
<b>Total</b>	<b>35,757.04</b>

**MOTION TO APPROVE RESOLUTION 15-26 VOUCHER LIST FOR THE MONTH OF OCTOBER AS SUBMITTED**

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

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

<b>2011</b>	7,848.21
<b>2012</b>	3,090.01
<b>2013</b>	4,385.36
<b>2014</b>	16,655.05
<b>2015</b>	62,762.84
<b>TOTAL</b>	<b>94,741.47</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER REPORT:** The Underwriting Manager reported there were 4 certificates issued for the period 08/20/15 to 09/23/15 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 September, as well as a list of MSI Training and Fast Track training information. The Safety Director advised included in the report was a safety director bulletins, Best Practices for Backing Fire Apparatus into the Station. The Safety Director advised he was asked to audit a playground for Evesham, and before the end of the year he plans to visit all 4 police departments in the fund, and discuss the initiatives for next year. 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 September's reports were included in the agenda. Mr. McNamara reported there were 175 bills during the month of September totaling \$79,210.95 of that amount \$30,111.94 was paid for a savings of \$49,099.01 which is a 62% savings. There were 6 new injuries in the month of September.

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: 3 Ayes – 0 Nays

**OLD BUSINESS:** NONE

**NEW BUSINESS:** There was a discussion regarding delaying the fund's luncheon due to weather being a mitigating factor in the last few years.

There was a discussion regarding volunteer organizations and areas that have PPE requirements.

There was a discussion regarding the benefits of having a risk manager for the fund.

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Moved: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: Unanimous

**MEETING ADJOURNED: 1:53pm**

**NEXT REGULAR MEETING: November 23, 2015  
Moorestown Town Hall 1:00PM**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**