

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – OCTOBER 24, 2016  
111 WEST 2<sup>ND</sup> 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 (telephonic)
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 <b>Bradford C. Stokes, Karen A. Read Rachel Chwastek</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Kearns, Reale & Kearns, Esquires <b>Skip Reale, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <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>Stephen McNamara</b>
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Underwriting Manager	Conner Strong & Buckelew
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**ALSO PRESENT:**

**CORRESPONDENCE:** NONE.

**APPROVAL OF MINUTES:** SEPTEMBER 20, 2016 - Open & Closed Minutes.

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 20, 2016:**

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

**EXECUTIVE DIRECTOR:**

**2017 Budget Introduction** – Enclosed in the agenda was the proposed 2017 Budget which was reviewed and discussed. The draft proposed assessments were distributed at the meeting. The retrospective premiums were also discussed, which affects towns that go over the minimum and enables the JIF to keep a study budget because this tool is available.

**MOTION TO INTRODUCE THE 2017 BUDGET AND SCHEDULE A PUBLIC HEARING ON MONDAY, NOVEMBER 28, 2016 AT 1:00PM IN MOORESTOWN**

Moved: Commissioner Brevogel  
Second: Commissioner Andl  
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](http://www.njmel.org) - which details changes to the MEL’s Model Personnel Manual and information on training program requirements. Members had until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives.

**Membership Renewals** – The Fund has 3 members up for renewal at the end of the year. Renewal documents were sent out in August; we have received renewal information from Evesham and Maple Shade.

**RCF Report:** The RCF met last week at the Forsgate Country Club to hold a public hearing to review the amended 2016 Budget and the proposed 2017 Budget. *A copy of the report will be included in next month’s agenda.*

**EJIF Report:** The EJIF last week at the Forsgate Country Club. A public hearing and adoption of the 2017 Budget was held. *A copy of the report will be included in next month’s agenda.*

**MEL Report:** The MEL met last week at the Forsgate Country Club to introduce the 2017 Budget. *A copy of the report will be included in next month’s agenda.*

**Elected Officials Training:** This year’s elected officials training program will focus on “Ethics for Governmental Officials”. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 16, 2016

**League Magazine** – Enclosed on Page 11 is the latest in the series of “Power of Collaboration: to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights ethics in decision makers.

**MEL 30th Anniversary** - 2017 marks the 30th anniversary of the Municipal Excess Liability Joint Insurance Fund; copies of a brochure announcing this and other achievements is being distributed to members.

Since its inception on January 1, 1987, the MEL has grown to include almost 65% of the municipalities and local authorities in the state. The program has saved taxpayers over \$1.1 billion and has helped members improve their safety records by over 60%. The PMM JIF was established in 1987 and has achieved \$29.2 million in savings through it’s own programs and affiliation with the MEL as of 1/1/16.

**Legislation:** The Executive Director advised there were two add-on items for the agenda. The MEL is proposing two bills, one for the senate and one for the assembly which would permit the JIFs to invest in debt obligations of any government entity to receive a better yield. The Executive Director's office recommends passing these resolutions.

**MOTION TO SUPPORT THE SENATE AND ASSEMBLY BILL FOR THE JIF TO INVEST IN DEBT OBLIGATIONS OF ANY GOVERNMENT ENTITY**

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

**Financial Fast Track Report:** As of August 31<sup>st</sup>, the fund has almost a \$1.8 million surplus. The actuary factored the loss ratio analysis at 37% and the fund is tracking at 30%. The loss time accident frequency is trending at 1.66, which is below the MEL average and good news for the PMM JIF.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Mr. Skip Reale introduced himself, filling in for Mr. Kearns. He advised the PARS had been reviewed and he had no report.

**TREASURER:**

**Payment of October 2016 Vouchers Resolution 16-23**

Fund Year 2016	37,271.89
Closed Fund Year	198,884.21
<b>Total</b>	<b>236,153.10</b>

**MOTION TO APPROVE RESOLUTUIONS 16-23 VOUCHER LIST FOR THE MONTH OF OCTOBER AS SUBMITTED**

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

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of September 2016:**

<b>2016</b>	28,344.61
<b>2015</b>	11,873.50
<b>2014</b>	1,220.74
<b>2013</b>	1,368.53
<b>2012</b>	226.25
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>43,033.63</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER REPORT:** The Underwriting Manager reported there were 2 certificates issued for the period 8/26/2016 through 9/25/2016.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in his report is all the risk control activities through the months of September, as well as the schedule of MSI Training from October 4<sup>th</sup> through December 16<sup>th</sup> and Fast Track training information. Included in the agenda were 2 Safety Bulletins: Safety in the Office Environment and September is National Preparedness Month. Mr. Prince advised that the Burlington County Police Supervisors Training Force at the Public Safety Building on Friday. It was a full house and many supervisors from all Burlington County law enforcement agencies were represented. Captain Tom Reinholt was responsible for coordinating the training and he did a great job. 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:** Stephen McNamara advised August's reports were included in the agenda. Mr. McNamara reported there were 48 bills during the month of September totaling \$34,210.25 of that amount \$13,172.14 was paid for a savings of \$21,038.11 which is a 61.5% 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:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Moved:	Commissioner Brevogel
Second:	Commissioner Andl
Vote:	Unanimous

**MEETING ADJOURNED: 2:02pm**

**NEXT REGULAR MEETING: November 28, 2016**  
**Moorestown Town Hall 1:00PM**

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