

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – SEPTEMBER 20, 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 Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Karen Beatty
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Underwriting Manager	Conner Strong & Buckelew
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ALSO PRESENT:

Meredith Stengel Robson, ICMA Regional Vice President
George Gravenstine, AJM Insurance Mgmt.

CORRESPONDENCE: NONE.

Commissioner Czerniecki introduced Meredith Stengel Robson from the ICMA to discuss possible JIF membership in the organization. The commission felt this was a step in the right direction and would discuss further once more information was available.

APPROVAL OF MINUTES: JULY 25, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JULY 25, 2016:

Moved: Commissioner Czerniecki
Second: Commissioner Carew
Vote: 2 Ayes – 0 Nays – 2 Abstain

EXECUTIVE DIRECTOR:

Fund Banking Service & Asset Manager – At last month’s meeting the Board authorized the transfer of the Fund’s banking to Investors Bank. There is a need to amend the Fund’s Cash Management Plan to reflect these changes along with other revisions recommended by the MEL’s attorney. The revised plan with additional language and revisions noted were included in the agenda.

MOTION TO APPROVE AMENDMENTS TO THE 2016 CASH MANAGEMENT PLAN

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

Residual Claims Fund (RCF) - The Residual Claims Fund met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting. The Residual Claims Fund amended 2016 Budget and the proposed 2017 Budget was introduced. The public hearing on the RCF budget will be held on October 19, 2016 10:30 a.m. at the Forsgate Country Club.

EJIF - The EJIF met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting. The 2017 budget was introduced and will be adopted at the October 19, 2016 meeting.

MEL - The MEL met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Carew’s report. The MEL’s 2017 budget introduction is scheduled for October 19, 2016 at the Forsgate Country Club in Jamesburg NJ.

Employment Practices Program: As a reminder, changes to the 2016/2017 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. The checklist appears in the agenda.

2017 Renewal Online Underwriting Database: Members have received notification that the database is set up to begin the 2017 underwriting renewal. The deadline to submit schedules was August 15th.

Membership Renewals – The Fund has 3 members up for renewal at the end of the year. Renewal documents were sent out in August.

2016 Member Manuals – The Fund Office has distributed the 2016 coverage documents to Fund Commissioners.

Safety Expo – For the ninth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expo will be held on September 30th at the Camden County Emergency Services Training Center. A notice was sent out last month.

2017 Budget - The October fund meeting will serve as the annual budget workshop meeting and the introduction of the 2017 Budget.

Financial Fast Track Report: As of June 3th, the fund has over a \$1.5 million surplus. There are case reserves and IBNR in the fund’s favor – all good news. The actuary factored the loss ratio analysis at 30.14 and the fund is tracking at 26.99.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised Saturday was Constitution Day and distributed pocket sized constitutions for all participants of the meeting.

A discussion then ensued about sovereign citizens.

TREASURER:

Payment of August 2016 Vouchers Resolution 16-21

Fund Year 2015	2,428.14
Fund Year 2016	37,311.20
Total	39,793.34

Payment of September 2016 Vouchers Resolution 16-22

Fund Year 2016	37,203.99
Total	37,203.99

MOTION TO APPROVE RESOLUTUIONS 16-21 VOUCHER LIST FOR THE MONTH OF AUGUST AND 16-22 VOUCHER LIST FOR THE MONTH OF SEPTEMBER AS SUBMITTED

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

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

2016	26,823.05
2015	8,470.70
2014	23,052.80
2013	14,304.91
2012	75,071.48
Closed	0.00
TOTAL	147,722.94

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

2016	21,537.74
2015	5,305.30
2014	27,641.18
2013	19,077.60
2012	1,033.40
Closed	0.00
TOTAL	74,595.22

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there was 1 certificate issued for the period 6/22/2016 through 7/24/2016 and there were 3 certificates issued for the period 7/25/2016 through 8/25/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the months of July and August, as well as the schedule of MSI Training and Fast Track training information. Included in the agenda were 3 Safety Bulletins: Ladder Safety, Zika Virus Protection and Resources for School Crossing Guard Safety Programs. Mr. Prince advised on October 7, 2016, JA Montgomery will be hosting the Police Chief ad hoc committee meeting and have invited PMM police professionals. On October 21, 2016, Burlington County Police Chiefs Association will be hosting Police Supervisor Training Program at the Public Safety Training Center. 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: Karen Beatty advised August's reports were included in the agenda. Ms. Beatty reported there were 92 bills during the month of August totaling \$32,588.12 of that amount \$12,780.16 was paid for a savings of \$19,807.96 which is a 60.8% 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 Andl
Second: Commissioner Brevogel
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved: Commissioner Czerniecki
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 Andl
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 2:12pm

NEXT REGULAR MEETING: October 24, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY