

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 24, 2017
CONNER STRONG & BUCKELEW
401 ROUTE 73 NORTH, 40 LAKE CENTER EXECUTIVE PARK
MARLTON, NJ 08053
11:00 AM**

Meeting of 2017 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2017 FUND COMMISSIONERS:

Thomas Czerniecki, Chairman	Township of Evesham	Present (<i>via telephone</i>)
Richard Brevogel, Secretary	Township of Willingboro	Absent
Thomas Merchel	Township of Moorestown	Present (<i>via telephone</i>)
Joseph Andl	Township of Maple Shade	Present (<i>via telephone</i>)

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Present (<i>via telephone</i>)
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Karen A. Read Rachel Chwastek
Treasurer	Tom Tontarski (<i>via telephone</i>)
Attorney	Helmer, Conley & Kasselmann, P.A. William Kearns, Esquire (<i>via telephone</i>)
Auditor	Bowman & Company
Claims Service	Qual Lynx Kathy Kissane (<i>via telephone</i>)
Safety Director	J.A. Montgomery Risk Control Glenn Prince (<i>via telephone</i>)
Managed Care Organization	QualCare Stephen McNamara (<i>via telephone</i>)
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

George Gravenstine, AJM Insurance (*via telephone*)
Stacy Russo, Russo & Associates (*via telephone*)

APPROVAL OF MINUTES: JUNE 26, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JUNE 26, 2017

Moved: Commissioner Merchel
Second: Commissioner Wiest
Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Regulatory Affairs - The 2016 Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund's newspaper.

2018 RFQ – Fair & Open Process – The fund office has advertised Requests for Qualifications for all Fund Professional positions of the fund. Responses are due back on August 4, 2017. A report will be made at the September meeting.

2018 Renewal Online Underwriting Database: Members and Risk Managers have received notification that the database is set up to begin the 2018 underwriting renewal. The deadline for completion is August 15, 2017.

Safety Expo - The MEL continues to work 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 29th at the Camden County Emergency Services Training Center. A reminder notice will be mailed to all members with additional information.

August Meeting Cancellation - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. The Commissioners wished to follow past procedures and approved Resolution 17-18 authorizing this action.

MOTION TO APPROVE RESOLUTION 17-18 AUTHORIZING CANCELLATION OF THE AUGUST MEETING AND AUTHORITY TO PROCESS CLAIMS AND PROFESSIONAL FEES

Moved: Commissioner Merchel
Second: Commissioner Andl
Vote: Unanimous

Due Diligence Reports: The Executive Director advised the FFT for May showed the fund's surplus at 1.8 million. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund a little over 18% and the fund is actually trending at 38%. The Loss Time Accident Frequency for the JIF is 2.30 in May and 2.16 in June, which is driven by loss time accidents and has been decreasing.

The Executive Director then asked if there were any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised he sent an email out regarding a favorable ruling from the US District Court in a Maple Shade case.

TREASURER:

Payment of July 2017 Vouchers Resolution 17-19

Fund Year 2017	354,553.05
Total	354,553.05

MOTION TO RATIFY RESOLUION 17-19 VOUCHER LIST FOR THE MONTH OF JULY AS SUBMITTED

Moved: Commissioner Merchel
Second: Commissioner Wiest
Vote: Unanimous

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of June 2017:

2013	2,182.50
2014	11,979.37
2015	11,207.95
2016	18,382.95
2017	69,561.69
	0.00
Closed	
TOTAL	113,314.46

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 5 certificates that were issued from 5/22/2017 to 6/21/2017.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the months of June, as well as a list of MSI Training and Fast Track training information. Two safety bulletins were also included, Short-term Stationary Work Zones and Ladder Safety. 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 June's reports were included in the agenda. Mr. McNamara reported there were 87 bills during the month of June totaling \$44,670.32; of that amount \$13,049.00 was paid for a savings of \$31,621.32 which is a 70.8% 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**

Motion: Commissioner Andl
Second: Commissioner Merchel
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Merchel
Second: Commissioner Andl
Vote: Unanimous

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

Motion: Commissioner Andl
Second: Commissioner Merchel
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Commissioner Brevogel attempted to call in from vacation for this meeting.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Andl
Second: Commissioner Merchel
Vote: Unanimous

MEETING ADJOURNED: 11:25am

**NEXT REGULAR MEETING: September 25, 2017
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY