

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – JUNE 26, 2017
 111 WEST 2ND STREET
 MOORESTOWN TOWNSHIP
 1:00 PM**

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
Richard Brevogel, Secretary	Township of Willingboro	Absent
Thomas Merchel	Township of Moorestown	Present
Joseph Andl	Township of Maple Shade	Absent

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Present
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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
Attorney	Helmer, Conley & Kasselmann, P.A. William Kearns, Esquire John Shields, Esquire
Auditor	Bowman & Company Jim Miles Dennis Skalkowski
Claims Service	Qual Lynx Kathy Kissane Tracey Loreaux (via telephone) Karen Berenato (via telephone)
Safety Director	J.A. Montgomery Risk Control Glenn Prince Keith Hummel
Managed Care Organization	QualCare Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

George Gravenstine, AJM Insurance
 Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: MAY 22, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MAY 22, 2017

Moved: Commissioner Wiest
Second: Commissioner Czerniecki
Vote: 2 Ayes – 0 Nays – 1 Abstains

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Introduction – The Executive Director introduced Keith Hummel, a new member of JA Montgomery Risk Control who will be providing some training, mostly for the police departments.

Audit Report as of December 31, 2016 – The Auditor’s Report as of December 31, 2016 was sent under separate cover to the Fund Commissioners. Mr. Jim Miles from Bowman & Company gave a report at the meeting and following that, the Board formally approved Resolution 17-15 approving year end financials along with the Group Affidavit.

**MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2016,
ADOPT RESOLUTION 17-15 AND EXECUTE THE GROUP AFFIDAVIT**

Moved: Commissioner Wiest
Second: Commissioner Merchel
Roll Call Vote: 3 Ayes – 0 Nays

Residual Claims Fund – The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2013. Enclosed in the agenda was Resolution 17-16 authorizing the transfer of the PMM JIF’s 2013 claim liabilities to the RCF.

**MOTION TO APPROVE RESOLUTION 17-16 TRANSFERRING FUND YEAR 2013 TO
THE RCF**

Moved: Commissioner Wiest
Second: Commissioner Merchel
Vote: 3 Ayes – 0 Nays

Residual Claims Fund – The RCF met on June 1, 2017 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Czerniecki’s report on the meeting was enclosed in the agenda.

EJIF- The EJIF met on June 1, 2017 at the Forsgate in Jamesburg, NJ. Commissioner Czerniecki’s report on the meeting was enclosed in the agenda.

MEL JIF – The MEL met on June 1, 2017 at the Forsgate in Jamesburg, NJ. Commissioner Czerniecki’s report on the meeting was enclosed in the agenda

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 Expos will be held on June 23rd at the Middlesex County Fire Academy and September 29th at the Camden County Emergency Services Training Center. Registration information was emailed.

State Filing Notice – The MEL Underwriting Manager has filed the 2017 Excess Insurance and Reinsurance Policies. Mr. Cooney’s Memorandum was included in the agenda.

2017 Member Manuals – The Fund Office has distributed the 2017 coverage documents to Fund Commissioners and Risk Managers.

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. This year’s renewal will still be conducted in the Exigis system. The MEL awarded a contract to Origami for the on-line underwriting starting in 2018.

Due Diligence Reports: The Executive Director advised the FFT for April showed the fund’s surplus at over 2 million. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund at 9.21% and the fund is actually trending at 24.37%. The Loss Time Accident Frequency for the JIF is 2.51 in April, which is driven by loss time accidents and has been decreasing. The Fire District has almost completed their plan and training, and should be in EPL compliance in the next few months.

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 introduced John Shields, a civil litigator from his office, and advised his report was for closed session.

TREASURER:

Payment of June 2017 Vouchers Resolution 17-17

Fund Year 2016	19,750.00
Fund Year 2017	32,579.44
Total	52,329.44

MOTION TO RATIFY RESOLTUION 17-17 VOUCHER LIST FOR THE MONTH OF JUNE AS SUBMITTED

Moved: Commissioner Wiest
Second: Commissioner Merchel
Vote: 3 Ayes – 0 Nays

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

2013	16,634.56
2014	28,537.78
2015	3,821.10
2016	32,577.76
2017	67,607.37
Closed	0.00
TOTAL	148,908.57

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 6 certificates that were issued from 4/22/2017 to 5/21/2017.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the months of May, as well as a list of MSI Training and Fast Track training information. Mr. Prince reminded members they can attend any of the scheduled classes, just let the office know or use the MEL website. A safety bulletin was also included for seasonal summer employment safety training programs, which are available online. 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 April's reports were included in the agenda. Mr. McNamara reported there were 121 bills during the month of May totaling \$98,838.91; of that amount \$40,566.82 was paid for a savings of \$58,272.09 which is a 59.0% 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 Wiest
Second: Commissioner Merchel
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Wiest
Second: Commissioner Merchel
Vote: Unanimous

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

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

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion:	Commissioner Wiest
Second:	Commissioner Merchel
Vote:	Unanimous

MEETING ADJOURNED: 1:47pm

NEXT REGULAR MEETING: July 24, 2017
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY