

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MARCH 27, 2017
 THE SENSATIONAL HOST
 3030 ROUTE 73 NORTH
 MAPLE SHADE, NJ
 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	Present
Thomas Merchel	Township of Moorestown	Absent
Joseph Andl	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Present
--------------	-------------------------	---------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
----------------------------------	--

Treasurer	Tom Tontarski
-----------	----------------------

Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
----------	--

Auditor	Bowman & Company
---------	------------------

Claims Service	Qual Lynx Kathy Kissane
----------------	-----------------------------------

Safety Director	J.A. Montgomery Risk Control Glenn Prince
-----------------	---

Managed Care Organization	QualCare Stephen McNamara
---------------------------	-------------------------------------

Underwriting Manager	Conner Strong & Buckelew
----------------------	--------------------------

ALSO PRESENT:

George Gravenstine, AJM Insurance
 Stephanie Martin, Qual-Lynx
 Karen Berenato, Qual-Lynx
 Kristen Kiel, Qual-Lynx
 Tracey Loreaux, Qual-Lynx
 Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: FEBRUARY 27, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 27, 2017

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

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2017 PRIMA Conference – The JIF has authorized attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Phoenix from June 4–7. Please notify the Fund office if you are interested.

Elected Officials Training: This year’s elected officials training program will focus on Risk Management for Public Officials. A session will be scheduled through Mr. Kearns office. The on-line version is also available; enclosed in the agenda were directions for the course.

This program will satisfy requirements that elected officials take employment practices training and ethics training & qualifies for the MEL’s \$250 credit for each elected official and municipal administrator/manager.

2017 MEL & MR HIF Educational Seminar: The 7th annual seminar is scheduled for Friday, April 21st, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

Included in the agenda was the enrollment form which will also be distributed by email to fund commissioners and risk managers.

MEL Meeting - The MEL met on March 1, 2017 at the Forsgate. A copy of Commissioner Czerniecki’s report of that meeting was included for your review.

Residual Claims Fund - The RCF met on March 1, 2017. A copy of Commissioner Czerniecki’s report of that meeting was included for your review.

E-JIF Meeting - The E-JIF also met on March 1, 2017. A copy of Commissioner Czerniecki’s report of that meeting was included for your review.

2017 Financial Disclosure Forms – The Division of Local Government Services has developed an online program for financial disclosure filings. The fund office expects to receive notification that online filing will be implemented again this year and the deadline to file is April 30th. The fund office will distribute instructions to commissioners on how to file once a roster is finalized.

Due Diligence Reports: The Executive Director advised the FFT was not available this month as the financial departments are working on the audit. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund at 65% and the fund is actually trending at 38%, which is

excellent for the fund. The Loss Time Accident Frequency for the JIF is 1.66 in December, which is below the MEL average, and for January is 0.00, also below the MEL average.

Cancellation of April Meeting: The Executive Director advised in years passed the Fund has opted to cancel the April meeting, as it tends to be a slow month.

MOTION TO CANCEL THE APRIL MEETING, AND AUTHORIZE CONTINUATNCE OF CONTRACTUAL PAYMENTS

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

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

Executive Director's Report Made Part of Minutes.

ATTORNEY: No report.

TREASURER:

Payment of March 2017 Vouchers Resolution 17-10

Fund Year 2017	43,363.13
Total	43,363.13

MOTION TO APPROVE RESOLTUION 17-10 VOUCHER LIST FOR THE MONTH OF MARCH 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 February 2017:

2013	7,657.22
2014	15,736.48
2015	2,818.45
2016	33,494.11
2017	4,151.91
Closed	0.00
TOTAL	63,858.17

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 9 certificates that were issued from 1/22/2017 to 2/22/2017.

MANAGED CARE:

REPORT: Stephen McNamara advised February’s reports were included in the agenda. Mr. McNamara reported there were 73 bills during the month of February totaling \$43,620.94, of that amount \$14,376.83 was paid for a savings of \$29,244.11 which is a 67.0% savings.

Monthly Activity Report Part of Minutes.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of February, as well as a list of MSI Training and Fast Track training information. Mr. Prince thanked the Fund Members for their participation in the Safety Incentive Program and advised that each municipality will receive a \$2,500 award. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made 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 Brevogel
Second: Commissioner Andl
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

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

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

OLD BUSINESS: Commissioner Czerniecki informed the Commission he had spoken with Ed from ICMA and plans to have more information regarding a possible JIF membership for the May meeting.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Andl

Second: Commissioner Brevogel
Vote: Unanimous

MEETING ADJOURNED: 1:31pm

NEXT REGULAR MEETING: May 22, 2017
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY