

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – OCTOBER 23, 2017
 MOORESTOWN TOWN HALL
 111 WEST 2ND STREET
 MOORESTOWN, NJ 08057 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	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
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 Ed Cooney

ALSO PRESENT:

George Gravenstine, AJM Insurance

Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: SEPTEMBER 25, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 25, 2017

Moved: Commissioner Brevogel
Second: Commissioner Merchel
Vote: 4 Ayes, 0 Nays

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2018 Budget Introduction – Enclosed in the agenda was the proposed 2018 Budget for review and discussion. The budget includes a decrease of \$19,616 over the 2017 budget for a total of \$3,938,235. Mr. Prince reviewed the Law Enforcement Service included in the budget. The Executive Director reviewed the budget with the Commissioners and advised it would be appropriate to schedule a public meeting.

MOTION TO INTRODUCE THE 2018 BUDGET AND SCHEDULE A PUBLIC HEARING ON 11/27/2017 AT 1:00PM IN MOORESTOWN

Moved: Commissioner Wiest
Second: Commissioner Brevogel
Vote: 4 Ayes, 0 Nays

Closed Year Dividend - The Fund Office has reviewed the available dividend from closed year accounts and recommended the release of \$100,000. In addition, an EJIF dividend in the amount of \$34,468 is already in the budget as a deduction in the premiums. Enclosed in the agenda was the breakdown of the distribution.

Enclosed in the agenda was Resolution 17-22 authorizing the release of a dividend representing a total of \$100,000 from closed year accounts.

MOTION TO ADOPT RESOLUTION 17-22 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$100,000 FROM CLOSED YEARS ACCOUNT, SUBJECT TO STATE APPROVAL

Moved: Commissioner Brevogel
Second: Commissioner Merchel
Vote: 4 Ayes, 0 Nays

2018 RFQ – As previously discussed, the fund office advertised Requests for Qualifications for all Fund Professionals. Responses were received on August 4th. There were multiple responses received for

Managed Care, Claims Administration and Auditor. The Executive Director reviewed the responses with the Commissioners in a meeting prior to the JIF meeting, a report will be issued. The recommendation is to stay with the incumbent providers.

Membership Renewals: The Fund has one member up for renewal at the end of the year. Renewal documents were sent in August and have been returned.

MEL, EJIF & RCF Meetings – The MEL, EJIF & RCF met on October 18th at the Forsgate Country Club. The MEL introduced its 2018 budget; the EJIF & RCF adopted their respective 2018 budgets. The recap of those meeting will be 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 15, 2017.

EJIF Regulatory Compliance Training - The EJIF would like to extend an invitation to you and members of your municipality and utility authority to an upcoming workshop – “Keeping Up with Changing Regulations” to discuss staying in compliance with new, changing and problematic rules. The information for the workshop was included in the agenda.

Due Diligence Reports: The Executive Director advised the FFT for August showed the fund’s surplus over 2 million. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund at 30% and the fund is actually trending at 47%. A little variation, but not affecting the financials yet. The Loss Time Accident Frequency for the JIF is 2.16 in August, which is driven by loss time accidents and there were three in this report. The Executive Director advised he spoke with the Evesham Fire Chief and he has promised they are very close to being complaint with the EPL/POL guidelines to drop their deductible.

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

Executive Director's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Underwriting Manager reviewed the current cyber situation with the Fund. There will be minimum cyber security standards that will be released to the MEL towns, and included in this information will be deductible reimbursements based on the member’s level of cyber competence. Another hot topic is land use, there has been a high severity of land use claims. Beginning in 2018, the MEL will require land use training to offset these costs/losses. The Underwriting Manger then reviewed the new Fire Truck changes, now members can get replacement cost or stated costs for trucks 15 years or older.

Commissioner Merchel and Commissioner Wiest discussed training for planning and zoning. The Underwriting Manager advised a new one was being released, and Commissioner Wiest advised Maple Shade using LYMO for their training.

ATTORNEY: Mr. Kearns advised his report was for closed session only.

TREASURER:

Payment of October 2017 Vouchers Resolution 17-23

Closed Fund Year	205,960.26
Fund Year 2017	38,490.20
Total	244,450.46

MOTION TO RATIFY RESOLUION 17-23 VOUCHER LIST FOR THE MONTH OF OCTOBER AS SUBMITTED

Moved: Commissioner Brevogel
 Second: Commissioner Merchel
 Vote: Unanimous

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

2013	0.00
2014	22,079.46
2015	22,147.40
2016	17,542.23
2017	17,859.24
Closed	0.00
TOTAL	79,628.33

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 14 certificates that were issued from 8/22/2017 to 9/21/2017.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of September, as well as a list of MSI Training and Fast Track training information. One safety bulletins was included in the report, Safety in the Office Environment, with instructions to access through the MEL Safety Institute. 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 September's reports were included in the agenda. Mr. McNamara reported there were 73 bills during the month of September totaling \$41,319.27; of that amount \$16,398.22 was paid for a savings of \$24,921.05 which is a 60.3% savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the workers compensation team would be changing for the PMM JIF, an email will be sent with the new contacts for the fund. The Claims Manager advised the PAR report was for closed session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Motion: Commissioner Merchel
Second: Commissioner Wiest
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Brevogel
Second: Commissioner Wiest
Vote: Unanimous

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

Motion: Commissioner Brevogel
Second: Commissioner Wiest
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Merchel
Second: Commissioner Brevogel
Vote: Unanimous

MEETING ADJOURNED: 1:52pm

**NEXT REGULAR MEETING: November 27, 2017
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

