

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – SEPTEMBER 25, 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	Present

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Absent
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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
Claims Service	Qual Lynx Chris Roselli
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Lisa Gallo
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

George Gravenstine, AJM Insurance

APPROVAL OF MINUTES: JULY 24, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JULY 24, 2017

Moved: Commissioner Andl
Second: Commissioner Merchel
Vote: 3 Ayes, 1 Abstention (Brevogel)

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2018 RFQ – As previously discussed, the fund office advertised Requests for Qualifications for all Fund Professionals. Responses were received on August 4th; the results were included in the agenda. There were multiple responses received for Managed Care, Claims Administration and Auditor. The Fund office will be preparing a report for distribution to Fund Commissioners before the next meeting.

2018 Renewal Online Underwriting Database: The deadline to submit schedules was August 15th. The Executive Director advised the fund has entered 70-80% of the renewal information into the database and suggested the members have everything entered as soon as possible for budgeting purposes.

Residual Claims Fund (RCF) - The Residual Claims Fund met on September 6, 2017 at the Forsgate Country Club in Jamesburg, NJ; enclosed was a copy of Commissioner Czerniecki's report on the meeting. The RCF amended 2017 Budget and the proposed 2018 Budget was introduced. The public hearing on the RCF budget will be held on October 18, 2017 at 10:30 a.m. at Forsgate.

EJIF - The EJIF met on September 6, 2017 at the Forsgate Country Club in Jamesburg, NJ; enclosed was a copy of Commissioner Czerniecki's report on the meeting. The 2018 budget was introduced and will be adopted at the October 18, 2017 meeting.

MEL - The MEL met on September 6, 2017 at the Forsgate Country Club in Jamesburg, NJ; enclosed was a copy of Commissioner Czerniecki's report. The MEL's 2018 budget introduction is scheduled for October 18, 2017 at Forsgate.

Safety Expo – For the tenth 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 29th at the Camden County Emergency Services Training Center. Registration information was included in the agenda.

MEL Cyber Task Force - MEL Cyber Task Force: The MEL's Cyber Task Force made recommendations to the MEL at the September 6th meeting.

The Cyber Task Force developed minimum risk control standards. The JIFs' policies with XL Caitlin carries a \$10,000 deductible. To encourage members to implement risk control, the MEL Board of Fund Commissioners voted to participate in the deductible based on a member's level of compliance with minimum standards (to be determined at time of claim).

Enclosed in the agenda were the minimum standards approved by the MEL. The MEL Underwriting Manager will be preparing material to distribute to members shortly.

The MEL Board also agreed to enter into a contract with Palindrome Technologies to conduct a study evaluating one member per JIF's computer network for possible cyber threats and

vulnerabilities at a cost of \$17,100. At the end of the study, Palindrome will provide a report to each participant as well as a summary report for the MEL that will provide insight to members' cyber security readiness.

Both Moorestown and Willingboro volunteered to be the evaluated member.

EJIF Regulatory Compliance Training - The EJIF extended 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.

Due Diligence Reports: The Executive Director advised the FFT for July showed the fund's surplus at 1.78 million. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund a little over 24% and the fund is actually trending at 38%. The Loss Time Accident Frequency for the JIF is 1.85 in July, which is driven by loss time accidents and has been decreasing. The Executive Director advised he spoke with the Evesham Fire Chief and he has promised they are very close to be complaint with the EPL/POL guidelines to drop the deductible.

Retrospective Premiums: The Executive Director distributed the retrospective premiums for each town their Fund Commissioner. The retro program was established a few years back to offset members who have higher losses. The first retro will come due for the 2018 assessments. The Executive Director advised the Fund will work with anyone with retrospective premiums and is keeping an eye on future retrospectives.

There was a discussion regarding analyzing claims to see what is driving the retrospective premiums. Mr. Brevogel asked for a breakdown of his retrospective premium assessment.

Budget: The Executive Director advised the budget would be available for review and approval at the October meeting.

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 over the last 50 years the state court system has been trying to get more control over the municipal courts. A committee has been established within the court system and they are discussing municipal judges having tenure, forced consolidation and the money to go to the state rather than the municipal budgets. Mr. Kearns has advised the league opposes it, and nothing is official, and the courts have been trying to do this for years.

TREASURER:

Payment of August 2017 Vouchers Resolution 17-20

Fund Year 2017	76,870.60
Total	76,870.60

MOTION TO RATIFY RESOLTUION 17-20 VOUCHER LIST FOR THE MONTH OF AUGUST AS SUBMITTED

Moved: Commissioner Merchel
Second: Commissioner Brevogel
Vote: Unanimous

Payment of September 2017 Vouchers Resolution 17-21

Fund Year 2017	38,499.83
Total	38,499.83

MOTION TO RATIFY RESOLUTUION 17-21 VOUCHER LIST FOR THE MONTH OF SEPTEMBER AS SUBMITTED

Moved: Commissioner Merchel
 Second: Commissioner Brevogel
 Vote: Unanimous

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

2013	0.00
2014	47,207.05
2015	29,607.24
2016	29,197.18
2017	50,327.52
Closed	0.00
TOTAL	156,338.99

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 4 certificates that were issued from 6/22/2017 to 7/21/2017 and 3 certificates that were issued from 7/22/2017 to 8/21/2017.

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 a list of MSI Training and Fast Track training information. Two safety bulletins were also included, Resources for School Crossing Guard Safety Programs, Firefighter Fitness for Duty and Medical Evaluations, Preventing Heat-Related Illnesses – A Team Approach and Ticks & Tick-borne Diseases. The Safety Director advised September is National Preparedness month and suggested ready.gov as a resource for all towns to be as prepared as possible. 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: Lisa Gallo advised August's reports were included in the agenda. Ms. Gallo reported there were 121 bills during the month of August totaling \$100,731.03; of that amount \$29,729.50 was paid for a savings of \$71,001.53 which is a 70.5% 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 Brevogel
Second: Commissioner Andl
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 Brevogel
Second: Commissioner Andl
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 1:35pm

NEXT REGULAR MEETING: October 23, 2017

Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY