

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
 OPEN SESSION MINUTES  
 MEETING – FEBRUARY 26, 2018  
 111 WEST 2<sup>ND</sup> STREET  
 MOORESTOWN TOWNSHIP  
 1:00 PM**

Meeting of 2018 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2018 FUND COMMISSIONERS:**

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Joseph Andl	Township of Maple Shade	Present
Thomas Shanahan, Alternate	Township of Evesham	Present

**SPECIAL FUND COMMISSIONERS:**

Greg Rucker, Dir. Of Public Safety	Township of Willingboro	Absent
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**APPOINTED OFFICIALS PRESENT:**

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

George Gravenstine, AJM Insurance  
 Tom Stenberg, AJM Insurance

**APPROVAL OF MINUTES: JANUARY 22, 2018 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 22, 2018:**

Moved: Commissioner Andl  
Second: Commissioner Shannahan  
Vote: 4 Ayes – 0 Nays

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**Appointing Defense Attorneys:** As discussed at last month’s meeting, the Fund received proposals from various law firms to serve on the Fund’s defense panel. Mr. Kearns reviewed the responses and has recommended that the firms listed in Resolution 18-6 be re-appointed to serve in this capacity. The rate of compensation is reflected in the resolution.

**MOTION TO ADOPT RESOLUTION 18-6 APPOINTING DEFENSE ATTORNEYS**

Moved: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: 4 Ayes – 0 Nays

**2018 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Indianapolis from June 3–6. Resolution 18-7 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 18-7 AUTHORIZING CONFERENCE ATTENDANCE**

Moved: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: 4 Ayes – 0 Nays

**MEL/RCF/EJIF March 7th Meeting & Commissioners Retreat:** The MEL, RCF and EJIF will be holding their March 7<sup>th</sup> meetings in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton.

**2018 MEL & MR HIF Educational Seminar:** The 8<sup>th</sup> annual seminar is scheduled for Friday, April 20<sup>th</sup>, 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.

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>. This year’s elected officials training program will focus on “Land Use Liability and Technology Risk Management. This course will be available on-line in early March.

Members will also be asked to update the MEL’s Employment Practices Program this year. Compliance includes updating Personnel Manuals, Training for Managers and Supervisors & Police Command Staff and offering training to non-supervisory personnel. Information will be sent out in the next few months.

**Risk Management Information/Operating System (RMIS):** The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early March. This past year marked the last renewal utilizing the Exigis program. The system will remain locked as the data is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training.

**Inclement Weather Procedure:** As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881- 7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

**March Meeting Cancellation** – A reminder that the Fund will not be meeting in March, the next meeting will be on April 30th at the Indian Spring Golf Course. Attached on Page 7 is Resolution 18-8 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services.

**MOTION TO ADOPT RESOLUTION 18-8 AUTHORIZING THE CANCELLATION OF MARCH’S MEETING AND ALLOWING THE TREASURER TO PROCESS PAYMENTS AND EXPENSES**

Moved: Commissioner Brevogel  
 Second: Commissioner Shannahan  
 Vote: 4 Ayes – 0 Nays

**Due Diligence Reports:** Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Financial Fast Track, dated December 31, 2017 (a handout) shows the fund’s surplus over \$2 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 65 and the actual at 57. The Evesham Fire District is very close to compliance, and the fund will be updated when appropriate. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** None.

**TREASURER:** Mr. Tontarski reviewed the treasurer’s report with the Fund.

**Payment of February 2018 Vouchers Resolution 18-9**

Fund Year 2017	131.61
Fund Year 2018	324,345.22
<b>Total</b>	<b>324,476.83</b>

**MOTION TO APPROVE RESOLUTION 18-9 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED**

Moved: Commissioner Brevogel  
 Second: Commissioner Shannahan

Vote: 4 Ayes – 0 Nays

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2018:**

<b>2018</b>	610.44
<b>2017</b>	74,512.06
<b>2016</b>	11,171.82
<b>2015</b>	15,080.19
<b>2014</b>	25,527.39
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>126,901.90</b>

Treasurer's Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in his report is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. Included in the agenda were three safety director bulletin – Conducting Motor Vehicle Record Checks, New Commercial Driver License Opioid Testing Regulations and NJPEOSH Recordkeeping – Annual Reminder. The Safety Director also advised there would be a Police Chiefs Ad Hoc Committee Meeting on March 23<sup>rd</sup>. 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 January's reports were included in the agenda. Mr. McNamara reported there were 41 bills during the month of January totaling \$173,426.96, of that amount \$53,277.59 was paid for a savings of \$120,149.37 which is a 69.3% 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 Brevogel  
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: 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: 1:34pm**

**NEXT REGULAR MEETING: April 30, 2018  
Indian Springs Country Club 11:00AM**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**