

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 22, 2018
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:

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| Thomas Czerniecki, Chairman | Township of Evesham | Absent |
| Thomas Shanahan, Alternate | 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:

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| Nelson Wiest | Township of Maple Shade | Absent |
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APPOINTED OFFICIALS PRESENT:

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

George Gravenstine, AJM Insurance

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

MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 27, 2017:

Moved: Commissioner Andl
Second: Commissioner Merchel
Vote: 2 Ayes – 0 Nays – 2 Abstain

CORRESPONDENCE: NONE.

MOTION TO ADJOURN:

Moved: Commissioner Merchel
Second: Commissioner Shanahan
Vote: 4 Ayes – 0 Nays

Meeting of 2017 Fund Commissioners closed by the Executive Director, Bradford C. Stokes.

Meeting of the 2018 Fund Commissioners called to order by Executive Director, Bradford C. Stokes. The Executive Director advised that Thomas Czerniecki is leaving the Township of Evesham and therefore will no longer be serving as a Commissioner for the PMM JIF.

ROLL CALL OF 2018 FUND COMMISSIONERS:

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

MOTION TO NOMINATE TOM MERCHEL TO SERVE AS CHAIRMAN FOR FUND YEAR 2018:

Moved: Commissioner Brevogel
Second: Commissioner Shanahan

MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2018:

Moved: Commissioner Merchel
Second: Commissioner Andl

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION TOM MERCHEL TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2018

Moved: Commissioner Merchel
Second: Commissioner Andl
Vote: 4 Ayes, 0 Nays, (Roll Call)

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: In July, the board authorized the advertisement of RFQ's for professional positions in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2018, 2019 and 2020. Enclosed with the

reorganization resolutions is Resolution 18-1 reflecting appointments and establishing compensation for Fund Year 2018.

MOTION TO ADOPT RESOLUTION 18-1

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

The Executive Director reviewed Resolution 18-2 Establishment of Public Meeting Procedures, Resolution 18-3 Establishment of a Fiscal Management Plan and Resolution 18-4 2018 Risk Management Plan with the Commissioners.

Commissioner Andl agreed to be a check signer for the Fund.

The Underwriting Manager discussed the changes to the Risk Management Plan with the Fund.

MOTION TO ADOPT RESOLUTION 18-2 THROUGH 18-4

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

Residual Claims Fund 2018 Reorganization Meeting: The Residual Claims Fund’s 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Czerniecki’s report on the meeting.

E-JIF 2018 Reorganization Meeting: The E-JIF 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Czerniecki’s report on the meeting.

MEL 2018 Reorganization Meeting: The MEL 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed is a copy of Commissioner Czerniecki’s report on the meeting.

Special Fund Commissioner: With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2018, Willingboro has this privilege and they are appointing Greg Rucker, Director of Public Safety.

2018 Assessments: The 2018 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2018.

2018 Budget: In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.

Elected Officials Training: This year’s elected officials training program focus is on “Land Use Liability and Technology Risk Management”. As in the past, the MEL will reduce each member’s 2018 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2018. The Fund will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

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.

Thomas Czerniecki's Departure: Thomas Czerniecki is leaving Evesham Township and as such the Fund needs a new Representative for the MEL, EJIF and RCF. Richard Brevogel nominated Thomas Merchel.

MOTION TO ELECT THOMAS MERCHEL AS REPRESENTATIVE

Moved: Commissioner Brevogel
 Second: Commissioner Andl
 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 October 31, 2017 shows the fund's surplus over \$2 million. The funds Loss Ratio Analysis is on target with the actuary's projection of 54.18 and the actual at 52.48. The fund's Loss Time Accident Frequency is 1.78, better than last year's 2.08. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns asked if any of the Fund's members were involved in Opioid Litigation against the drug companies. Mr. Kearns advised there will be a program in April regarding these suits, and the League will be sending out a memo probably next week. He asked that the Commissioners decide whether they wish to get involved in these suits. There was discussion among the Commissioners regarding the liability if they were to start supplying public places such as libraries with Narcan and staff with training.

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

Payment of December 2017 Vouchers Resolution 17-26

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| Fund Year 2017 | 249,044.72 |
| Total | 249,044.72 |

Payment of Dividends List Vouchers Resolution 17-27

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| Fund Year 2016 | 62,126.16 |
| Total | 62,126.16 |

Payment of January 2018 Vouchers Resolution 18-5

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|----------------|-------------------|
| Fund Year 2017 | 131.61 |
| Fund Year 2018 | 324,345.22 |
| Total | 324,476.83 |

MOTION TO APPROVE RESOLUTION 17-26 VOUCHER LIST FOR THE MONTH OF DECEMBER, RESOLUTION 17-27 DIVIDENDS LIST AND RESOLUTION 18-5 VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED

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

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

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|---------------|------------------|
| 2017 | 44,313.60 |
| 2016 | 8,976.50 |
| 2015 | 19,156.10 |
| 2014 | 20,127.31 |
| 2013 | 0.00 |
| Closed | 0.00 |
| TOTAL | 92,573.51 |

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Underwriting Manager went over the renewal with the commissioners. He advised the property was a flat renewal, there are additional resources now for the cyber liability and the information is available on the MEL website. Public Officials and Liability coverage was expanded, a big focus is land use liability - and now each member has \$1,000,000 in coverage. He advised the monthly certificate report was included in the agenda. There were 7 certificates issued from 10/22/2017 through 11/21/2017. The Underwriting Manager asked if there were any questions and then concluded his report.

Monthly 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 November and December, as well as a list of MSI Training and Fast Track training information. Included in the agenda was a safety director bulletin – Disposal of Improperly Discarded Syringes. 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 December's reports were included in the agenda. Mr. McNamara reported there were 111 bills during the month of December totaling \$58,226.66, of that amount \$19,797.40 was paid for a savings of \$38,429.26 which is a 66.0% 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 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: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Brevogel
Second: Commissioner Merchel
Vote: Unanimous

MEETING ADJOURNED: 1:55pm

**NEXT REGULAR MEETING: February 26, 2018
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY